

**LANCASTER TOWNSHIP BOARD OF SUPERVISORS**  
1240 MAPLE AVENUE, LANCASTER, PENNSYLVANIA 17603  
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**Canvassing/Solicitation Permit - Policies & Procedures**

Anyone canvassing or soliciting in Lancaster Township **MUST secure a Permit** from the township office **BEFORE** canvassing or soliciting begins.

**Policies:**

1. A permit must be secured **BEFORE** any canvassing/solicitation begins.
2. Canvassing and solicitation **shall only occur** within the township during the following hours:  
*Monday to Friday from 5:00pm to 8:00pm; Saturday and Sunday from Noon to 8:00pm*
3. Canvassers must obey all federal, state, county, and local laws.
4. All canvassers will conduct themselves in a polite and courteous manner at all times. **No "hard-sell" tactics will be tolerated.**
5. The signed permit must be carried while canvassing and all canvassers must carry a photo ID at all times while canvassing.
6. Any infraction or violation of any part of these policies will result in the immediate revocation of the permit issued. If revoked, all canvassing/solicitation will cease and desist accordingly. Any future requests for permits will not be accepted.
7. **Failure to secure the required permit could result in a \$500 fine for each violation.**

**Application procedures:**

1. The business (applicant) must apply for a permit "in advance" of the intended start date.
2. The business name, address and contact information must be furnished.
3. The supervisor in charge name, address and contact information must be furnished.
4. A list of all canvassers must be furnished, including names and addresses. A copy of all canvassers' photo ID must be attached to application, and all canvassers must carry a photo ID while canvassing.
5. The name and contact information of the person who will pick up the permit when it is ready must be provided.
6. An explanation of the purpose of the permit, brief description of goods or services being marketed, and method of marketing (e.g. door-to-door) must be listed.
7. The method of transportation must be identified, including the make and model of the vehicle and license plate number.
8. The dates and route(s) where canvassing will occur must be furnished.
9. Application must be signed and dated.
10. Complete, sign and submit the Insurance Waiver Release with the application.
11. Following receipt of all required information, the township manager will review and approve or deny the request. The applicant will be notified of decision. If approved, a permit will be issued and signed and the applicant will be contacted.