



MUNICIPALITY OF NORRISTOWN

TRANSIENT MERCHANT LICENSE APPLICATION

In accordance with Chapter 233, Article I of the Norristown Municipal Code pertaining to transient merchants conducting business within the Municipality of Norristown, all transient merchants **MUST REGISTER WITH** and **BE LICENSED** by the Municipality in order to conduct legal transient merchant sales in Norristown.

Please complete and submit this application in-person or by mail with all required supplemental materials (as indicated on page 2) to the Office of the Municipal Administrator, which is located at:

Norristown Municipal Building, 1st Floor
235 East Airy Street, Norristown PA 19401-5003

APPLICANT INFORMATION		DATE:	
NAME OF BUSINESS:			
BUSINESS ADDRESS:			
CITY / STATE / ZIP CODE:			
PHONE:		EMAIL:	
CONTACT PERSON:		TITLE:	
ADDRESS:			
CITY / STATE / ZIP CODE:			
PHONE (OFFICE):		CELL:	
EMAIL:			

DESCRIPTION OF TRANSIENT ACTIVITY:
Describe the products and/or services you will be providing/selling (Be as detailed and specific as possible):
How will you be selling the products and/or services (i.e. door-to-door, via truck or vehicle at a temporary location, etc.) Be as detailed and specific as possible.

I, _____, the undersign, as an individual or representative of the
(Applicant – Print Name)
above corporation, attest that the information provided above is correct and accurate.

Signature:		DATE:	
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OFFICIAL USE ONLY		APPROVED	DENIED
CHECK #		RECEIPT #	
APPROVED BY:		APPROVAL DATE:	
SIGNATURE:			



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Rules, Regulations, and Required Materials for Transient Merchants

INSURANCE INFORMATION

All applicants at the time of application **MUST PROVIDE AN INSURANCE CERTIFICATE** with the following types and limits of coverages naming the Municipality as additionally insured with a waiver of subrogation.

General Liability

\$1,000,000	Each Occurrence, Bodily Injury, Property Damage Combined
\$2,000,000	Annual Liability Aggregate
\$2,000,000	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury Liability

Automobile Liability

\$1,000,000	Combined Single Limit
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Worker's Compensation and Employer's Liability (if applicable)

Statutory Worker's Compensation	
\$100,000/\$500,000/\$100,000	For Employer's Liability

Furthermore, in consideration of the permit issuance by the Municipality of Norristown, the applicant hereby agrees to indemnify and hold harmless the Municipality of Norristown from any and all claims, damages, causes of actions, and suits whatsoever arising out of or in any way connected to any and all activities associated with the vending activity.

RULES AND REGULATIONS

A. Sidewalks

No person shall engage in transient sales on any sidewalk in the Municipality of Norristown

B. Streets

No person shall engage in transient sales in the following streets:

- **Airy Street:** from DeKalb to Barbadoes Street
- **Penn Street:** from DeKalb to Barbadoes Street
- **Lafayette Street:** from DeKalb to Barbadoes Street
- **DeKalb Street:** from Lafayette to Airy Street
- **Swede Street:** from Lafayette to Marshall Street
- **Main Street:** from Forrest Avenue in the west to the Municipal Line in the east.
- **Cherry Street:** from Lafayette to Airy Street
- **Marshall Street:** from Markley St. to Haws Avenue
- **Markley Street:** from Roberts St. to Johnson Highway
- **New Hope Street:** from Johnson Hwy. to Marshall St.
- **Sandy Street:** from Marshall St. to the Municipal Line in the east.

C. Park Areas

No person shall engage in transient sales in the Latshaw/McCarthy Field Area and the rights-of-way abutting Harding Boulevard and Sterigere Street.

D. Food Vendors

Food vendors must, at the time of application, provide a copy of valid license from the Montgomery County Department of Health or other applicable agency that permits the applicant to sell food or food products.

E. Hours of Operation

No person shall engage in transient sales on any day of the week before 11 AM or after 8 PM or dusk, whichever is later.

F. Term and Fee

A fee of **+\$5.00**, payable upon application, shall be charged to the applicant for a license good for thirty (30) days. Licenses may be renewed for subsequent periods of 30 days by completing another transient merchant application and paying an additional **+\$5.00, fee**.