

CITY OF WARREN

DOOR TO DOOR SOLICITATION INFORMATION

The City of Warren requires that all Door to Door Solicitors be approved and permitted by the City of Warren.



Information for Solicitors:

Every person/company requesting permission for Door to Door Solicitation will be required to complete an application.

Upon completion of the above application, the applicant must also provide a Criminal History Background Check Provided by the Pennsylvania State Police. <https://epatch.state.pa.us>.

Effective August 1, 2013: The City of Warren Police Department will require the Notarized Copy of the Criminal History Record Check in order to obtain your permit. The Notarization **MUST** be completed by the Pennsylvania State Police PATCH system.

The Pennsylvania State Police Record Check will cost \$15.00 and will be accepted up to *6 months* from the date of the record check.

A photocopy of a valid Driver's License or State Issued ID is required with your completed application.

Note: A prior conviction of a misdemeanor or a felony will cause an immediate Denial of the Permit.

Applicants must complete their own background. The City *WILL NOT* perform this check.

Upon issuance of the permit, it must be exhibited when requested to do so by any prospective customer or City Employee. Also, all approved permits will be provided on the City of Warren Website. Included will be a photo of the approved solicitor, business information, as well as the date of expiration of the permit.

Processing of Permits: Once all information has been obtained it can take up to five (5) business days to process your application. Do not return to claim your permit until you have been contacted by the City.

Cost of Permits: Cost of all permits will be in accordance with the current fee resolution. (Ord. 1603) The cost is per person. Applications are updated annually with the correct fee listed.

Hours of Solicitation: No person, while conducting the activities of a solicitor shall enter upon any private property, knock on doors or otherwise disturb persons in their residences between the hours of 9 p.m. and 9 a.m. (Ord. 1603, 310)

Entry Upon Signed Premises Unlawful: It shall be unlawful for any person, conducting the business of a solicitor to enter upon any residential premises in the City of Warren posted, at the entry to the premise, or at the entry or to the principal building on the premises, or at the entrance to any dwelling unit upon the premises, a sign bearing the words "No Peddlers," "No Solicitors," or words of similar meaning.

No solicitor shall remain upon private premises after orally being directed to leave by the owner, occupant or person in charge. (Ord. 1603, 309)

Permit Revocation: Any permit issued may be revoked or suspended by the City Manager or his designee, after notice and hearing for any of the following reasons:

- Fraud, misrepresentation or false statement contained in the application for a permit.
- Fraud, misrepresentation or false statement made by the applicant in the course of conducting solicitation or peddling activities.
- Conducting peddling or solicitation activities contrary to the provision contained in the permit.
- Conviction for any crime involving moral turpitude.
- Conducting peddling or solicitation activities in such a manner as to create a public nuisance constitute a breach of the peace or endanger the health, safety or general welfare of the public. (Ord. 1603, 311)

Denial of Permit: The City Manager or their designee may refuse to issue a permit to the applicant for any of the following reasons:

- The location and time of solicitation or peddling would endanger the safety and welfare of the solicitors, peddlers or their customers.
- An investigation reveals that the applicant falsified information on the application.
- The applicant has been convicted of a felony, any misdemeanor or violation of any statute involving a sex offense, trafficking in controlled substances or any violent act against persons or property.
- The applicant is a person against whom a judgment based upon, or conviction for, fraud, deceit or misrepresentation.
- There is no proof as to the authority of the applicant to serve as an agent to the principal.
- The applicant has been denied a permit within the immediate past year, unless the applicant can and does show to the satisfaction of the City Manager that the reasons for such earlier denial no longer exist.

The City Manager's denial and the reasons shall be noted on the application. The applicant shall be notified that his/her application is denied and that no permit will be issued. Notice shall be mailed to the applicant at the address shown on the application form.

(Ord. 1603, 306)

Permit Expiration: All permits shall expire based upon the current fee resolution and the corresponding amount paid.

Door to Door Solicitation Definitions

The City of Warren Ordinance 1603 Section 302 states that it will be unlawful for any person to engage in peddling or solicitation activities within the City of Warren without first obtaining a permit issued by the City of Warren; provided, however, that the following are exempted from the provisions of this section:

- A. Any solicitation made upon premises owned or occupied by an organization upon whose behalf the solicitation is made.
- B. Any communication by an organization soliciting contributions solely from persons who are members of the organization at the time of such solicitation.
- C. Any solicitation for the benefit of a charitable, registered nonprofit organization.

1603 Section 301 provides definitions for the following:

- **Charitable** – Includes the words patriotic, philanthropic, religious, social service, health, welfare, benevolent, educational, civic, cultural or fraternal, either actual or purported.
- **Contributions** – Includes the words alms, money, subscription, property or any donations under the guise of a loan or money or property.

- **Peddler** – Any person who goes upon the premises of any private residence in the City, not having been invited by the occupant thereof, carrying or transporting goods, wares, merchandise or personal property of any nature of offering the same for sale. This definition also includes any person who solicits orders and as a separate transaction makes deliveries to purchasers.
- **Peddling** – Includes all activities ordinarily performed by a peddler as indicated under the definition “peddler” of this Section.
- **Person** – A natural person of any firm, corporation, association, club, society or any other organization.
- **Solicitor** – Any person who goes upon the premises of any private residence in the City, not having been invited by the occupant thereof, for the purpose of taking or attempting to take orders for the sale of goods, merchandise, wares or other personal property of any nature for future delivery, or for services to be performed in the future. This definition includes solicitation of appraisal services and solicitation of the purchase of tangible personal property. This definition does not include any person who, without invitation, goes upon private property to request contribution of funds or anything of value, or sell goods or services for political, charitable or religious purposes.
- **Solicitation** – All Activities ordinarily performed by a solicitor as indicated under the definition of “solicitor” in this Section.

Information for Residents

Residents should be aware that anyone who is soliciting door to door should have a City of Warren Issued Permit. This permit will display the solicitor’s photo, company name, solicitor name and any other pertinent information.

Persons who do not display or provide when asked a valid permit are in violation of the City of Warren Solicitation Ordinance. If you believe someone is soliciting without a permit you should contact the Warren Police Department at 814-723-2700.

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