



OFFICE USE ONLY		
Permit No.:		
Penalty Fee:	Yes	
Payment Method:		
<input type="checkbox"/> CASH	<input type="checkbox"/> CREDIT	<input type="checkbox"/> CHECK No. _____

# TRANSIENT VENDOR APPLICATION

(Please Fill Out Entirely in Type or Legible Print)

Door-to-Door Applicant Information		
Name:		Contact Person:
Address:		
City:	State:	ZIP:
Phone:	Cell:	Email:
Brief Physical Description:		

Business Information		
Business Name:		Supervisor's Name:
Address:		
City:	State:	ZIP:
Phone:	Cell:	Supervisor's Email:

Transient Solicitation Vendor Information		
Start Date:	End Date:	Have you solicited in other municipalities in last 12 months?
If yes, list all municipalities:		
Description of products to be sold:		
<b>Fee: \$150.00 for 90 Days</b>		

**REQUIRED ATTACHMENTS:**

- \* Copy of Driver's License or State Identification Card
- \* Copy of company badge or letter of employment
- \* Current, clear, and accurate head shot- Cannot be a copy of badge or License photo.

**DOOR-TO-DOOR SOLICITATION:**

**REQUIREMENT OF REGISTRATION AND REGULATION FOR PERMITTED TRANSIENT VENDOR ACTIVITIES:**

- Every transient vendor, before conducting business in the unincorporated area of Boardman Township shall register with the Boardman Township Planning and Zoning Office, located at 8299 Market Street, and pay a registration fee.
- The Boardman Township Planning and Zoning Office shall keep a registry of transient vendors, which shall include the name and residence and business addresses of each vendor, the name and address of each company or firm represented by the vendor, a brief description of the products to be sold or offered for sale, and the name(s) and address(s) from which a purchaser may obtain adjustments.


- Registration shall be valid from the date of registration. Every transient vendor shall carry on his/her person the transient vendor permit issued by the Planning and Zoning Office while carrying on activities in Boardman Township.
- Transient vendor activities which are permitted hereunder shall be conducted only from 9:00 A.M. until 6:00 p.m.
- In carrying on activities within Boardman Township, a transient vendor shall not:
- Obstruct or interfere with public travel on or public use of any public street, road, sidewalk or way;
- Enter any private premises or parts of premises where entry is prohibited by notice or which are manifestly restricted to uses which are incompatible with the vendor's activity;
- Remain on-premises or parts of premises after notice to depart; and
- Possess, sell; offer to sell, or solicit orders for any product or thing in violation of the law.

Permits shall be carried by the vendor and provided upon demand to any resident or police officer.  
Permits can be revoked at any time for a violation of the laws of the State of Ohio.

- I understand that Boardman Township maintains a No Solicitation Registry and that I will not solicit goods and services to any property included on the registry.
- I agree to request the up-to-date registry every Monday.
- I understand that solicitation is prohibited at any property where there is a No Solicitation sign is on the property or the address is listed on the current week's No Solicitation list.

**Applicant Signature**

The undersigned hereby certifies that the information in and with this application is true and accurate, and consents to agents of the township entering the premises for inspection and verification of information submitted, as applicable; and if a permit is issued, to verify conformance to requirements and conditions of issuance.

 **Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Incomplete applications will not be processed.**

**Forms of Payment Accepted:**

- Exact Cash
- Check (Make payable to 'Boardman Township')
- Credit Cards (A convenience fee will apply)

**Mail completed applications to:**

Boardman Township Zoning Department  
Attn: Permits  
8299 Market Street  
Boardman, Ohio 44512

Revised: 4/23/2026