

**INSTRUCTIONS FOR COMPLETING  
a  
CHELTENHAM TOWNSHIP APPLICATION  
for a  
PEDDLING/SOLICITING/TRANSIENT SALES PERMIT**

1. The Application for a Permit is obtained from the Township's Accounting Department (or from the Township website *www.cheltenhamtownship.org* under "Documents").
2. Upon completion of the Application, the applicant pays the Permit Fee to the Accounting Department in full by cash or check.
3. An Accounting Department employee **signs** and **date stamps** the application.\*
4. The applicant brings the application to the Police Department.
5. The Police Department will notify the applicant when it has completed its processing of the application.

\* This is a specific requirement of the Chief of Police. No Permit Application will be accepted by the Police Department unless it has been **signed** and **date stamped** by the Township's Accounting Department.

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