

TRANSIENT RETAIL BUSINESS PERMIT APPLICATION

Borough of Oxford

PO Box 380, 1 Octoraro Alley, Oxford, PA. 19363

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2026

Permit fee: \$100.00

Make Checks Payable to: Borough of Oxford

BUSINESS INFORMATION:

Individual/Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone #: _____ **Contact Phone #:** _____

Email address: _____

Type of Product to be sold/distributed: _____

Location at where Product is to be sold/distributed: _____

List Names of Persons who will be distributing: (if more room is needed, use other side):

****Permit in accordance with Oxford Borough Ordinance Chapter 13: Licenses, Permits and General Business Regulations – Part 1 Transient Retail Businesses**

Date(s): _____

I, the undersigned applying for this permit, hereby certify that the statements contained herein are true to the best of my knowledge and belief, and also agree to abide by the Ordinances of the Borough of Oxford.

Applicant: Have you or anyone listed on this application ever been convicted of a Felony, Misdemeanor or local Law Violation? (Do not include Traffic Violations) _____Y _____N

Applicant: A copy of a valid Drivers License or other Government issued Identification Card for all persons listed must be attached to this Application in order for the Permit to be issued.

Food Vendors: Copies of your valid Food Managers Certificate and License to Operate a Public Food Service Facility must be attached to this application in order for a permit to be issued.

Applicant Signature: _____ **Date:** _____

Landowner Signature: _____ **Date:** _____

FOR BOROUGH USE ONLY

Fee: \$100.00

Date Paid: _____ **Cash Credit Check#** _____

Approved By Code Official: _____

TRANSIENT RETAIL BUSINESS

Selling, soliciting, or taking orders for any goods, wares, or merchandise from a fixed location within the Borough upon a temporary basis, exclusive of outdoor sales conducted on or in front of a permanent business by the operator of that business.

§ 13-102 PERMIT REQUIRED

1. A transient retail business, as defined in § 13-101, shall be conducted only in accordance with the terms of this section. Except as provided in Subsections 2, 3, and 4 below, no transient retail business may operate without a permit issued by the Code Enforcement Office and the payment of the required fee. Such fee shall be in an amount set out in a schedule of fees as established and revised from time to time by resolution of Borough Council.
2. Where a transient retail business is to be conducted as part of a special event, as defined and governed under Part 2 of this chapter, and the special event sponsor is an organization registered with the Pennsylvania Secretary of State as a § 501(c)(3) corporation for religious, charitable, educational, or other purposes as allowed under the IRS Code, the sponsoring organization may apply for the transient retail business permit and may collect and retain the permit fee for its own purposes. In such case, no other individual transient retail business permit or fee shall be required.
3. The sponsor of the following types of events, not governed by Part 2 of this chapter, shall apply for a transient retail business permit and pay the associated fee where one or more transient retail businesses will operate as part of the event:
 - A. Any gathering under control of any public school under the auspices of the Pennsylvania Department of Public Education;
 - B. Any gathering or event sponsored by a duly authorized governmental entity other than the Borough;
 - C. Any event sponsored and conducted by the Union Fire Company;
 - D. Special celebrations or gatherings, seasonal or holiday events that are not governed under the terms of Part 2 of this chapter.
4. The following shall register with the Code Enforcement Office prior to undertaking their activity, but shall be exempt from the permit and fee requirements of this section:
 - A. Farmers selling their own produce;
 - B. The sale of goods, wares, or merchandise donated by the owners thereof, the proceeds from which are to be applied to any charitable or philanthropic purpose;
 - C. Any organization registered with the Pennsylvania Secretary of State as a § 501(c)(3) corporation for religious, charitable, educational, or other purposes as allowed under the IRS Code;
5. A transient retail business shall be limited to a maximum of 24 days of operation during any twelve-month period.
6. A permit issued to a transient retail business shall remain valid for a period of 12 months from the date of issuance.
7. Any person dealing in one or more of the hereinabove mentioned exempted categories and selling of her goods, wares, or merchandise not so exempted shall be subject to the payment of the license fee fixed by this section for that person's activities in connection with the sale of goods, wares, and merchandise not in such exempted categories.
8. Every license issued under the provisions of this Part shall be issued to the entity engaging in such business; every entity shall obtain a separate license, issued in that entity's name, and the license fee hereby imposed shall be applicable to each license issued for a specific location.