



SOLICITATION PERMIT PROCESS

The City of Egg Harbor wishes to protect residents from fraud and crime and thereby promoting the safety and privacy of residences by reasonably limiting the hours of solicitation and requiring permits in a content neutral manner. As a result, solicitors within the City of Egg Harbor are required to obtain special permits. Solicitation is permitted from 8AM until 5PM daily.

This information sheet attempts to assist the solicitor to understand the permit process and is not intended to supersede any provisions in the Egg Harbor City Municipal Code.

SOLICITATION PERMIT

Who is required to obtain a solicitation permit?

If you are soliciting on behalf of, or are employed to solicit by, another person, both the person soliciting and the employer or other person upon whose behalf solicitation is being made must have valid solicitation permits.

What are the requirements for a solicitation permit?

1. Proof of insurance as required by the city.
2. Payment of application fees in the amount of \$300 (\$250 permit fee and \$50 insurance certificate admin fee). Fees are non-refundable.
3. Submission of application, under penalty of perjury, to the Clerk's Office at least thirty (30) calendar days prior to the time the solicitor requests to engage in solicitation. Applicants shall at all times maintain accurate application information with the City. If there is any change or modification in the information provided in the initial application, the applicant shall give written notification of such change to the Clerk's Office within two (2) weeks of the change. The application must be complete and the information within the application must be accurate and truthful. If not, it will be grounds for denial of the permit.
4. Completion of fingerprints and background check by the Egg Harbor City Police Department. The applicant must present a valid identification card issued by a state within the United States of America prior to being printed. This must be completed for each person that will be soliciting. Please contact the Police Department at (609) 965-2901 to schedule the fingerprinting. (Fees are non-refundable.)
5. A photo taken by the police department. This will be used on identification badge that will issue.

When will I receive my permit?

Permit applications are reviewed by the Egg Harbor City Police Department. Generally, applications are approved and permits are issued within 30 days from the date received, unless delayed by fingerprint checking or other factors that require additional investigation to determine the qualification of the applicant.

ADDITIONAL INFORMATION REGARDING SOLICITATION PERMITS

How do I need to submit my application?

The applications can only be accepted at the Clerk's Office during normal business hours of 9AM to 4PM. The Clerk's office is located at 500 London Avenue, Egg Harbor City, NJ 08215. Fees can be paid in cash, personal check, or Cashier's check. Fingerprint appointments may be made after application fees have been paid.

How often do I need to renew my permit?

The commercial solicitation permits are valid for one year and may be renewed thereafter, unless sooner revoked. The Solicitation Permit Application must be submitted 30 days in advance of the expiration of the current permit, or a lapse in permit will occur. To avoid a lapse in permit, your application for renewal must be submitted at least 30 days prior to the expiration of the current permit.

Renewals are approved by the Egg Harbor City Police Department, based upon the applicant's compliance with any conditions of approval and no violation of the Egg Harbor City Municipal Code regarding solicitation. Non-refundable renewal fees are required.

How do I receive additional information?

Additional information can be acquired by calling the appropriate numbers below:

Police Department	(609) 965-2901
Clerk's Office	(609) 965-0081

Date: _____



SOLICITATION PERMIT

Application (New and Renewal)

**City of Egg Harbor
500 London Avenue
Egg Harbor City, NJ 08215
(609) 965-0081**

COMPANY INFORMATION (Required in order to process application)

Business/Corporation Name: _____

Business Phone #: _____ Business Fax #: _____

Website: _____

Owner's Name: _____

Owner's Phone #: _____

Owner's E-mail Address: _____

Supervisor's Name: _____

Supervisor's Phone #: _____

Supervisor's E-mail Address: _____

Insurance Company's Name: _____ Certificate or Policy #: _____

TIME AND LOCATION

Requested times and places to solicit within the city:

Dates:		to		Times:		a.m.	to		a.m.	Area:
						p.m.			p.m.	
Dates:		to		Times:		a.m.	to		a.m.	Area:
						p.m.			p.m.	
Dates:		to		Times:		a.m.	to		a.m.	Area:
						p.m.			p.m.	
Dates:		to		Times:		a.m.	to		a.m.	Area:
						p.m.			p.m.	

I certify, under penalty of perjury, the information contained in this application is true, accurate and complete.

I understand that failure to provide all information requested or failure to provide accurate, true and complete information is cause to revoke or deny approval of a solicitation permit, and forfeiture of fees paid to the City.

I hereby authorize the Egg Harbor Police Department to investigate and confirm the information listed above.

Signature

Date

***PLEASE ATTACH ALL INFORMATION REQUIRED TO PROCESS THIS APPLICATION. DETAILS OF REQUIREMENTS CAN BE FOUND ON THE COVER PAGES. FOR FURTHER INFORMATION CONTACT THE EGG HARBOR CITY CLERK'S OFFICE AT (609) 965-0081.**

For City Use Only:

Received By: _____

Date Received: _____

Paid by: Cash _____ Check #: _____

Effective Date: _____ Expiration Date: _____

Police Approval: _____ Date: _____

Police Chief, Marcella Aylwin

CITY OF EGG HARBOR

ORDINANCE NO. 15-2022

AN ORDINANCE TO ESTABLISH A REGISTRY FOR
BUSINESS INSURANCE CERTIFICATES IN THE CODE OF
THE CITY OF EGG HARBOR AND AMENDING CHAPTER
267 OF THE CITY CODE

WHEREAS, the State of New Jersey enacted N.J.S.A. 40A: 10A-1 et seq. on August 5, 2022 effective on November 6, 2022, requiring business owners and rental unit owners to maintain liability insurance for negligent acts and omissions in an amount not less than \$500,000 for combined property damage and bodily injury to or death to one or more persons in any one accident or occurrence; and

WHEREAS, the statute further requires the owner of a multifamily home which has four or fewer units, one of which is owner-occupied, to maintain liability insurance for negligent acts and omissions in an amount of not less than \$300,000 for combined property damage and bodily injury to or death to one or more persons in any one accident or occurrence; and

WHEREAS, said law provides that the owner of a business and the owner of a rental unit or units and the owner of a multi-family home of four or fewer units, one of which is owner occupied shall annually register the certificate of insurance demonstrating compliance with the statute with the municipality in which the business, rental units or multi-family home are located; and

WHEREAS, the municipality may, by ordinance, establish a reasonable annual administration fee for the certificate of registration required by said statute.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Egg Harbor, County of Atlantic, State of New Jersey as follows:

SECTION 1. Pursuant to N.J.S.A. 40A: 10A-1 et seq. all business owners, rental unit owners and owners of a multifamily home having four or fewer units one of which is owner occupied shall register a certificate of insurance in the office of the City Clerk on an annual basis, which office shall maintain a registry of certificates of insurance filed and each registration shall be accompanied by a payment of \$50.00 as an administrative fee for such registration payable to the City of Egg Harbor.

SECTION 2. Any owner who fails to comply with the provisions of this Ordinance may be subject to a fine of not less than \$500.00 nor more than \$1,000.00 per violation.

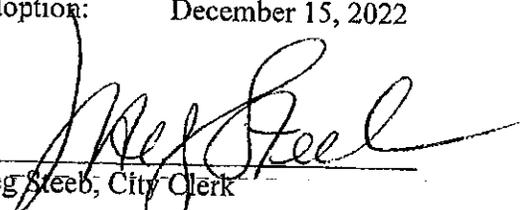
SECTION 3: Repealer. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

SECTION 4: Severability. Should any sentence, clause, sentence, phrase or provision of this ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance.

SECTION 5: Effective Date. This ordinance shall take effect immediately upon final passage, publication and adoption in the manner prescribed by law.

ENACTED and ADOPTED by the Council of the City of Egg Harbor on this day of 2022.

Introduced: November 10, 2022
Publication: November 16, 2022
Public Hearing: December 15, 2022
Adoption: December 15, 2022



Meg Steeb, City Clerk



Lisa Jampetti, Mayor