



Department of Planning & Engineering (DPE)  
Hanover Borough, York County, PA  
*An Equal Opportunity Borough*

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## **TRANSIENT LICENSE AND CHANGE OF USE APPLICATION GUIDELINES**

For all vendors operating on **private property** within the Borough of Hanover, the following must be completed prior to any type of operation within the Borough of Hanover.

Please complete the following applications, as appropriate for your request.

**Transient Retail Permit Application:** [View iWorQ Cloud-Based Platform](#) – This permit covers the applicant for conducting transient retail or other operations at a single or various locations throughout the Borough.

**Change of Use Application:** [View iWorQ Cloud-Based Platform](#) – If the transient use is of a nature that is not consistent with the principal permitted use, it may be necessary to file for a Change of Use. This gives the Borough the chance to make sure that the additional use is allowable by the Zoning Ordinance.

In order to make sure that the vendors who are engaging in the transient activities (selling, handing out materials, etc.) are properly vetted, and do not present a risk to the health, safety or welfare of our community members, it is required that all operators submit a current background check (which is free of charge) at the following site;

**Pennsylvania State Police Background Check:** <https://epatch.state.pa.us/Home.jsp>

Please bring the following documentation to The Borough of Hanover, 44 Frederick Street, Hanover, PA 17331:

- Valid Drivers License or a State Issued Valid Photo Identification.
- Current PA State Police Background Check.

*If multiple individuals, over the age of 16, are going to be part of the proposed activity, please list each person(s) contact information (cell#, phone#, and email address) along with their respective **Valid Identification, and Current PA State Police Background Check.***