

PRINTED NAME

ADDRESS

ZIP CODE

TELEPHONE

I do I do not authorize the Department of Licenses and Inspections to use my address on Code Violation Notices (tickets) when fining violators who leave unsolicited material at my property. (In order to issue a Code Violation Notice, your address must be on the ticket).

Signature

Date

81-72 (Rev. 9/16)

Other Useful Facts about the Handbill Ordinance

Handbills are not permitted to be placed on cars.

Distributors of non-commercial handbills, such as those advertisements that are not for the purpose of private gain or profit **DO NOT** need a license; however, they must comply with all other requirements regarding handbills.

Individual handbills or groups of handbills less than 7/10 oz. **MUST** be securely placed:

- in the door (mail) slot
- between the storm door and the house door
- on the railing
- on the door grill
- affixed to the door or door handle by string, rubber band or adhesive.

Handbill packages, defined as multiple handbills or a newspaper weighing at least 1 oz. and tied with a string, rubber band, or bagged material weighing over 7/10 oz. may:

- be left on the porch or top step
- placed as mentioned above
- be left against door at street level, only if the above alternatives are not available.

Only one handbill or handbill package per dwelling unit can be left on a property.

Handbills or handbill packages must not be left at vacant properties or properties from which a handbill or handbill package has not been collected for one week or more.

Bundles of handbills awaiting distribution may not be left so as to impede pedestrian traffic and must be removed within four hours.

How do I Report a Distributor for Violating the Handbill Ordinance?

Either email, fax or forward a copy of the illegal handbill advertisement with the date of delivery, time you received it and address to which it was delivered, to the Department of Licenses and Inspections, Attention Circular Free-Property Coordinator, Room 1180, Municipal Services Building, 1401 John F. Kennedy Boulevard Philadelphia, PA 19102
Fax: (215) 686-2502 • Telephone: (215) 686-2414

Email: operationsvending@phila.gov



City of Philadelphia • James Kenny, Mayor
David J. Perri, PE, Commissioner
Department of Licenses & Inspections



What is a Commercial handbill?

Any printed or written matter, sample or device, circular, leaflet, pamphlet, paper, booklet, or other printed or otherwise reproduced original or copy of any matter or literature which directs attention to or advertises any meeting, theatrical performance, exhibition, or event of any kind, for which an admission fee is charged for the purpose of private gain or profit; or while containing reading matter other than advertising matter, is predominantly and essentially an advertisement, and is not delivered to its final consumer by the United States Postal Service but is distributed or circulated for advertising purposes, or for the private benefit and gain of any person so engaged as advertiser or distributor.

Who Must Obtain a Handbill License?

Chapter 10-732(2) of The Philadelphia Code requires distributors of commercial handbills (e.g. flyers advertising a business) to obtain a Handbill License.

How do I Obtain a Handbill License?

Handbill Licenses can be obtained from:
Department of Licenses and Inspections
License Issuance Unit
Public Service Concourse
Municipal Services Building
1401 John F. Kennedy Blvd.
Philadelphia, PA 19102
Call: 311 or (215) 686-8686 or on our website at www.phila.gov



What are the Requirements to Obtain a Handbill License?

Commercial Activity License: Free
Handbill License \$50.00 annual

NOTE: Advertisements that are delivered by the U.S. Post Office are not included in the definition of a handbill and are therefore not covered by the Handbill Ordinance.

Circular Free Properties

If you are a homeowner who does not wish to have handbills delivered to your property, you may request to be placed on the Handbill Non-delivery List and post a decal on your property by completing the form on this pamphlet and mailing it to the Circular-Free Property Coordinator at the Department of Licenses and Inspections, Room 1180 Municipal Services Building 1401 John F. Kennedy Boulevard, Philadelphia, PA 19102 emailing it to operationsvending@phila.gov or faxing it to 215-686-2502. A decal will then be sent to you.

Decal Placement

1. Determine a place on your property where the decal will be most visible from the sidewalk (e.g. near your mail slot, on the bottom right or left of a windowpane, or on your front door).
2. Place the decal on a thoroughly clean & dry area.
3. Peel the decal gently away from the sticky paper and apply to area.



Call 311 for information on city services, or visit the website: www.phila.gov/311

CITY OF PHILADELPHIA

Department of Licenses and Inspections



“Circular Non-Delivery” Decal Order Form

Under Chapter 10-700 of the Philadelphia Code, the Department of Licenses and Inspections maintains a commercial handbill “Non-Delivery” list identifying all properties whose owners request non-delivery. If you do not wish to receive hand delivered advertising circulars or handbills, please fill out this form. Please be advised that by signing this form, you will stop the delivery of all handbill circulars, including those which contain Bags of Sale Circulars. Completed forms should be mailed or faxed to the following:

Department of Licenses and Inspections
Attention: Circular Free
Property Coordinator
Room 1180,
Municipal Services Building
Philadelphia, PA 19102
Fax Number: : 215-686-2502



Provide the information on the reverse for each property requesting non-delivery. If you own more than one property, use separate lines for each.
NOTE: Only the property owner or the property owner's authorized lessee/agent may request addition to the “Non-Delivery” listings.

(print name, address, zip code, telephone on back)