



**LICENSE APPLICATION
CONTRACTOR**

WHEN COMPLETED MAIL TO: DEPARTMENT OF LICENSES AND INSPECTIONS

LICENSE ISSUANCE UNIT
PUBLIC SERVICE CONCOURSE
1401 JOHN F. KENNEDY BOULEVARD
PHILADELPHIA, PA 19102-1687

USE A SINGLE CHECK, OR MONEY ORDER FOR ALL FEES PAYABLE TO "CITY OF PHILADELPHIA".

1. NAME OF OWNER		2. BUSINESS NAME		
3. BUSINESS ADDRESS		CITY	STATE	ZIP CODE
4. DAYTIME TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	FAX NUMBER		E-MAIL ADDRESS
5. BILLING ADDRESS (IF DIFFERENT THAN BUSINESS ADDRESS)		CITY	STATE	ZIP CODE
6. PHILADELPHIA BUSINESS TAX NUMBER	7. PHILADELPHIA BUSINESS PRIVILEGE NUMBER	8. FEDERAL TAX ID/SOCIAL SECURITY NUMBER		

9.

A. CONTRACTOR APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING:

1. Proof of insurance in the following areas:
 - a. **Worker's Compensation and Employer's Liability**
 - (1) Worker's Compensation: Statutory Limits
 - (2) Employer's Liability: \$100,000 each accident
\$100,000 each employee
\$500,000 policy limit
 - b. **Comprehensive General Liability (Including products and completed operations)**
Minimum Limit of \$500,000 Per Occurrence
 - c. **Motor Vehicle Liability Insurance**
Minimum Limit of \$300,000
2. Payment of non-refundable application fee of \$200.00.

B. CURB SETTER APPLICATION SHALL BE ACCOMPANIED BY:

1. A PERFORMANCE BOND IN THE AMOUNT OF \$1,000.00.

10. LICENSE TYPE	FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> Contractor	\$200.00	3527	3/31	
<input type="checkbox"/> Curb Setter	\$ 20.00	3528	12/31	

TOTAL FEES \$ _____

Please Be Sure To Read Other Side And Complete Where Necessary

11. Owner/Partnership or Corporation (Three Principals Required If Corporation)

<i>Name of Principal or Partner</i>	<i>Title</i>	<i>Home Address (Include City, State, Zip Code)</i>

12. Applicant Certification

I, the applicant, will comply with all laws, rules, and regulations.

I, the applicant, am not delinquent in the payment of any taxes or fees due the City, or I have entered into and I am in compliance with a payment agreement with the City for such taxes.

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.

Applicant Signature _____ *Date* _____

FOR OFFICE USE ONLY

REMARKS:

APPROVED

REFUSED

REVIEWED BY	NUMBER
DATE	AUDIT

CONTRACTOR'S LICENSE INFORMATION SHEET

For further information on the application process, call 215-686-2463. For information on other City services, dial 311.

A Contractor's License is required of any contractor who performs work in which the contractor is paid \$500 or more.

A) Requirements to obtain a Contractor's License include:

- 1) License application
- 2) A non-refundable fee of \$200.00 which is applied towards the cost of the License.
- 3) A Philadelphia Tax Identification Number and a Business Privilege License.
- 4) Proof of insurance in an amount determined by the Office of Risk Management in the following areas:

- A) Worker's Compensation and Employer's Liability
 - a) Worker's Compensation: Statutory Limits
 - b) Employer's Liability: \$100,000 each accident
\$100,000 each employee
\$500,000 policy limit

If there are no employees working for the company you must submit a notarized affidavit stating this fact, and the license may be issued WITH A PROVISIO. If employees are obtained, Worker's Compensation and Employers Liability in the amounts listed above are to be obtained and the Department is to receive a copy of the coverage.

- B) Comprehensive General Liability (Including products and completed operations)
Minimum limit of \$500,000 per Occurrence
Please note the City of Philadelphia must be named Additional Insured and Certificate Holder in order for the Contractors License to be approved.
- C) Automobile Liability Insurance
Minimum limit of \$300,000

If this is a corporation and the employees utilize their own vehicles for work then the corporation must have automobile liability for hired and non-owned autos in the amount of \$300,000.

ALL INSURANCE MUST BE SUBMITTED ON A
CERTIFICATE OF LIABILITY INSURANCE NO EXCEPTIONS

Failure to maintain proper insurance, and to provide proof of continued coverage by submitting renewal certificates to the Department, will result in the revocation or non-renewal of your license.

B) Required Conduct:

- 1) Every licensed Contractor shall notify the Department in writing within ten days of any change in the information required by the Department as a prerequisite for securing the License.
- 2) As a Contractor, you must secure all required permits prior to the commencement of any construction or demolition activity and provide a telephone number for immediate contact.

- 3) **You must contact inspectors for all required inspections. Failure to do so may result in the revocation of your license.**
- 4) **You must post a copy of the permit at the job site and keep a list of all subcontractors at the site.**
- 5) **All advertisements and contractor's stationary shall include your Contractor's license number.**
- 6) **As a Contractor, you must comply with all provisions of The Philadelphia Code. In addition, you must correct any code violation cited by the Department as a result of your work activity within the time period specified for compliance in notice from the Department.**
- 7) **Contractors shall maintain complete financial and construction records (including plans) for each job performed for four years after the completion of the job. All such records shall be subject to audit by the Department for a period of four years after the completion of a job.**

Curb Setter

This license is required for any contractor employed in constructing or setting curb, including paving the footway. Applicants must annually reapply for a license and submit a bond. Your license cannot be issued without the required bond in the amount of \$1,000 (use the attached "Curb Setter's Bond", form #81-428).