

Information Sheet: Operating Requirements for Contractors

Contractors operating in Philadelphia must follow all provisions of the Philadelphia Code, including but not limited to the following:

- Contractors and subcontractors must have current and valid licenses issued by the Department of Licenses and Inspections (L&I) to operate as a construction contractor in the City of Philadelphia.
 - Exception: *Work performed under the Pennsylvania Home Improvement Consumer Protection Act on existing one- and two-family dwellings does not require a Philadelphia contractor license.*
- Contractors must display their Contractor License Number on any advertisements, stationery, place of business, job sites, proposals, and vehicles displaying the company name.
- Contractors must maintain current insurance and submit any policy changes to L&I within 5 days of such change.
- Contractors must remain current on all City of Philadelphia taxes.
- Contractors must maintain complete financial and construction records for each job performed for a minimum of four years after job completion.
- Contractors must secure all required permits for demolition and construction work.
- Contractors cannot sell or transfer a permit or a license to another person or company.
- Contractors must submit to L&I a list of all subcontractors used on a project, with associated license numbers.
- Contractors must follow the approved permit and plans on a construction project. Contractors cannot deviate from the approved permit unless the change has been approved by L&I.
- All workers on a job site shall have completed the required site safety training.
- Contractors must maintain the following information on each job site:
 - Proof of licensure;
 - A list of all subcontractors and their license numbers;
 - Copies of all permits and associated documents;
 - A copy of the current insurance certificate.

- Contractors must correct any code violations cited by L&I within the prescribed time period.
- Contractors must properly dispose of waste. Contractors must retain copies of all tipping receipts demonstrating proper disposal for a period of three years after the building permit is finalized.
- Contractors must maintain a safe job site in accordance with Chapter 33 of the Philadelphia Building Construction and Occupancy Code.
- Contractors must protect adjoining property from damage in accordance with Chapter 33 of the Philadelphia Building Construction and Occupancy Code.
- Before entering adjoining property, contractors must obtain clear authorization to enter from the property owner.
- Contractors must obtain and maintain necessary permits and approvals from other agencies as well as from L&I.