



LICENSE APPLICATION HOT WORKS

DEPARTMENT OF LICENSE AND INSPECTIONS
LICENSE ISSUANCE UNIT
PUBLIC SERVICE CONCOURSE
1401 JOHN F. KENNEDY BLVD.
PHILADELPHIA, PA 19102

Please read instructions attached to this form.
For additional information call 311 or 215-686-8686

USE A CHECK PAYABLE TO "CITY OF PHILADELPHIA"

LICENSE INFORMATION

1. NAME OF BUSINESS OWNER	2. PRIMARY CONTACT PERSON
3. DAYTIME PHONE NUMBER	4. EMAIL ADDRESS
5. COMMERCIAL ACTIVITY NUMBER	6. BUSINESS INCOME AND RECEIPTS TAX NUMBER
7. LOCATION OF LICENSED ACTIVITY (INCLUDE ZIP CODE)	
8. MAILING ADDRESS (P.O. BOX NOT ACCEPTABLE)	

REQUIREMENTS OF LICENSE:

1. COMMERCIAL ACTIVITY LICENSE
2. CERTIFICATE OF INSURANCE (\$1,000,000 GENERAL LIABILITY MINIMUM LIMITS)
3. MUST BE CURRENT ON ALL CITY OF PHILADELPHIA TAXES

LICENSE	FEE		EXPIRATION DATE	LICENSE NUMBER
HOT WORKS	\$100.00		ANNUAL	

I 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 false statements herein I am subject to the possible revocation of any licenses issued as a result of my false application and such penalties as prescribed by law.

Applicant's Signature: _____ Date: _____

HOT WORKS LICENSE

HOW TO COMPLETE THIS FORM

1. **Name of Business Owner** - fill in the name of the person, corporation or partnership to which the license should be issued. Full names must be used. Initials and last names cannot be accepted.
2. **Primary Contact Person** - The person filling out and signing the form. They will also be the responsible contact for coordinating the required site inspection.
3. **Phone Number** - Fill in telephone number of the person responsible for or knowledge of the activity.
4. **Email Contact** - Fill in email address of the person responsible for or knowledge of the activity.
5. **Commercial Activity License** - This license is required for every person and / or legal business entity desiring to engage in business in the City of Philadelphia whether or not they maintain a place of business in the City. If you already have one fill in your Commercial Activity License number. If you do not already have this license you can apply by visiting www.phila.gov/li and following instructions regarding registering in eCLISPE.
6. **Business Income Receipt Account Number** - This is the number assigned by the Department of Revenue to identify tax accounts. Please fill in your number. If you have never had a number assigned, go to www.phila.gov/Revenue or visit the Department of Revenue, 1401 John F. Kennedy, Public Service Concourse, Philadelphia, Pennsylvania 19102. No License shall be issued or renewed if the entity is delinquent in the filing or Payment of City of Philadelphia Taxes.
7. **Location of License Activity** - Fill in the address of premises in which activity is conducted.
8. **Mailing Address** - Address where license and any communications should be mailed.

Prerequisite Requirements of License:

Commercial Activity License

Certificate of Insurance (\$1,000,000 of General Liability Minimum Limits)

Must be current on all City of Philadelphia taxes.

Exceptions:

License is not required for the following activity;
Cutting and Welding performed as part of a permitted construction activity and cutting welding performed under a motor vehicle repair / motor fuel dispenser license