



# LICENSE APPLICATION CONTRACTOR

Follow instructions listed on Instruction Sheet  
For further information call (215) 686-8686

**YOU CAN APPLY FOR THIS LICENSE ONLINE USING  
ECLIPSE OR VISIT IN PERSON AT:**

DEPARTMENT OF LICENSES AND INSPECTIONS  
CUSTOMER CARE UNIT, PUBLIC SERVICE CONCOURSE  
1401 JOHN F. KENNEDY BOULEVARD  
PHILADELPHIA, PA 19102-1687

USE A SINGLE CHECK FOR ALL FEES, PAYABLE TO  
"CITY OF PHILADELPHIA"

1. NAME OF OWNER	2. BUSINESS NAME
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3. BUSINESS ADDRESS	CITY	STATE	ZIP CODE
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4. DAYTIME TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
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5. BILLING ADDRESS (IF DIFFERENT FROM BUSINESS ADDRESS)	CITY	STATE	ZIP CODE
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6. PHILADELPHIA BUSINESS INCOME AND RECEIPTS TAX NUMBER	7. PHILADELPHIA COMMERCIAL ACTIVITY LICENSE NUMBER
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8.

**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 \$100.00.

**B. CURB SETTER APPLICATION SHALL BE ACCOMPANIED BY:**

**1. A Performance Bond in the amount of \$1,000.00.**

9. LICENSE TYPE	FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> CONTRACTOR	\$ 103.00	3527	MARCH 31	
<input type="checkbox"/> CURB SETTER	\$ 50.00	3528	DECEMBER 31	

TOTAL FEES..... \$ \_\_\_\_\_

**PLEASE BE SURE TO READ THE OTHER SIDE OF THIS FORM AND COMPLETE WHERE NECESSARY**

10. OWNER/PARTNERSHIP or CORPORATION (THREE PRINCIPALS REQUIRED IF CORPORATION)		
Name of Principal or Partner	Title	Home Address (Include City, State, and ZIP Code)

**11. APPLICANT CERTIFICATION**

*I, the applicant, will comply with all laws, rules, and regulations of the Commonwealth. I certify the following statements:  
that all City tax obligations are satisfied;  
that I am financially solvent;  
that I am not debarred by any public body or governmental agency;*

*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

City of Philadelphia • Department of Licenses and Inspections  
**CONTRACTOR'S LICENSE INFORMATION SHEET**

For further information on the application process, call 215-686-8686.

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

**Requirements to obtain a Contractor's License include:**

- 1) License application
- 2) A non-refundable fee of \$100.00 which is applied towards the cost of the License.
- 3) A Philadelphia Business Income and Receipts Tax Number and a Commercial Activity 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

- |                                  |                                |
|----------------------------------|--------------------------------|
| <b>i) Worker's Compensation:</b> | <b>Statutory Limits</b>        |
| <b>ii) Employer's Liability:</b> | <b>\$100,000 each accident</b> |
|                                  | <b>\$100,000 each employee</b> |
|                                  | <b>\$500,000 policy limit</b>  |

b) Comprehensive General Liability (Including products and completed operations)

- i) Minimum limit of \$500,000 per Occurrence**

c) Automobile Liability Insurance

- i) 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*

**The Certificate of Insurance must describe the type of operations/work for which the contractor has coverage. The certificate must also include a contact name and phone number of the contractor's insurance broker or agent. The City of Philadelphia must be named Certificate Holder and Additional Insured under the contractor's comprehensive general liability insurance policy.**

**Note: It is not acceptable for the additional insured requirement to be conditional upon there being a written contract.**

*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.*

**CONTINUED ON REVERSE**

## 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) Contractors shall display their license number on the following:
  - Advertisements
  - Contractor's stationery
  - Proposals and Contracts
  - Job Sites
  - Contractor's main place of business; and
- 5) Business vehicles displaying the Contractor's business name License numbers displayed on vehicles must be at least 2 inches in height and clearly visible. No Contractor shall sell, transfer or permit another person to use the license assigned to the Contractor to secure permits or perform activity. No Contractor shall sell, transfer, or otherwise allow another person or business entity to use a permit issued to the Contractor to perform construction work.  
The primary Contractor on each permitted job site, except for work on residential buildings of two dwelling units or less, shall post the following information at each jobsite:

The address of the construction site;

The Prime Contractor's business name, business address, and contractor license number;

A list of all subcontractors used on the project with their respective license numbers;

Documentation that the contractor has all required licenses;

The name of the Property Owner;

A copy of all permits for the project (required on all job sites);

A copy of the contractor's insurance certificate (required on all job sites).

- 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.

*Please read Title 9-1004 of the Philadelphia Code (available at [www.phila.gov](http://www.phila.gov) to familiarize yourself with all requirements of this Section. Failure to meet the requirements of the Code may result in suspension or revocation of your license to conduct business in Philadelphia.*

## 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).