

# Contractor Code of Conduct Information Sheet

1. Contractors and subcontractors (including individuals and business entities) 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. Work performed under the Pennsylvania Home Improvement Consumer Protection Act (HICPA) does not require a licensed contractor.
2. Contractors must get all required permits for construction work in the City of Philadelphia.
3. Contractors must follow the approved plans and specifications for a project. Contractors cannot deviate from these plans unless the change has been approved by the relevant department.
4. Contractors cannot sell or transfer their license or permit to another person.
5. Contractors must provide accurate information on any license or permit application filed with L&I.
6. Contractors must maintain the following information at each job site (except for work on residential buildings with two dwelling units or fewer):
  - The address of the construction site
  - The name of the property owner
  - The primary contractor's business name, business address, and contractor license number
  - A list of all subcontractors and their license numbers
  - Documentation that the contractor has all required licenses
  - 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)
7. Contractors must display their Contractor License number on any advertisements, stationery, places of business, job sites, proposals, and vehicles displaying the business name.
8. Contractors must submit a list of any subcontractors used on a project to L&I. This must include the subcontractors' current and valid license number.
9. Contractors must correct any code violations cited by L&I. Corrections must be made within the period specified on the notice of violation.
10. Contractors must maintain complete financial and construction records (including plans) for each job performed for four years after completion.
11. Contractors must follow all provisions of the Philadelphia Code.