



Application for Contractor License

Complete and submit this application for a **NEW** Contractor License.

PART A

Applicant / Business Information

- Provide the contact information for the applicant, business and corporation (if applicable).
- Provide license and tax account information.

A

Applicant Name: _____

Applicant Address: _____

Applicant Email: _____ Phone #: _____

Business/Company Name (if different from applicant): _____

Business/Company Address: _____

Business/Company Email: _____ Phone #: _____

Commercial Activity License #: _____ Philadelphia Business Income and Tax #: _____

Name all Pennsylvania corporations, including all limited liability corporations, in which the applicant has any equity interest, regardless of whether the applicant has a direct equity interest or applicant's equity interest is held through one or more tiers of a corporate structure, such as parent-subsidiary structure.

Name of Pennsylvania Corporation	Title	Home Address (include City, State, Zip Code)

PART B

Supplemental Information

- Insurance amounts:

- General Liability:
\$500,000 per occurrence

- Auto: \$300,000

- Workman's compensation:

- \$100,000 per accident

- \$100,000 per employee

- \$500,000 policy limit

NOTE: The City of Philadelphia must be named as the certificate holder on an ACCORD form.

B

Verify the following information:

- An active certificate of insurance with the minimum insurance amounts is provided. ☐ Yes
- All City of Philadelphia taxes, charges and fees are current. ☐ Yes

Complete the Safety Training Supervisor information responsible for construction projects

A supervisor can only be employed by one company and must have completed an approved OSHA 30 Construction Safety and Health, or an approved alternative training course taken within five years of the application date.

Supervisor Name: _____

Address: _____

Email: _____ Phone #: _____

*OSHA 30 Card #: _____ Effective Date: _____

*Must provide a copy of your OSHA wallet card with this application.

PART C

Limits and Conditions

C

- Contractors and subcontractors (including individuals and business entities) must have valid licenses. All subcontractors working under a permit must be submitted to the Department.
- Contractors cannot sell or transfer their license or permit to another person.
- Contractors must provide accurate information on any license or permit application with the Department.
- Contractors must get all required permits for construction work and comply with approved permit documents.
- Contractors must maintain information at each job site as required by the Philadelphia Code.
- Contractors must display their Contractor License number on any advertisements, stationery, places of business, job sites, proposals, and vehicles displaying the business name.
- Contractors must maintain complete financial and construction records (including plans) for each job performed for four years after completion of the job.
- Contractors must follow all provisions of The Philadelphia Code.
- Contractors must remain current on all City of Philadelphia taxes and fines. Failure to do so may result in the denial of permits and/or license renewals.

Declaration and Signature

I, the applicant, will comply with all laws, rules, and regulations of the Commonwealth. 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 or ordinance.

Applicant's Signature: _____ Date: _____