



ABINGTON TOWNSHIP
FIRE AND EMERGENCY MANAGEMENT SERVICES
CODE ENFORCEMENT DIVISION
1176 Old York Road, Abington, PA 19001
CONTRACTOR LICENSE APPLICATION

CL

Every person who desires to engage in the business of acting as a contractor in the Township shall, on or before the first day of each license year, or prior to commencing business during a license year, make an application for a license to act as a contractor in the Township.

Please note the following:

- 1) This form must be filled out completely or it will be denied.
 - a. Failure to fill out completely will delay processing, and no permits will be issued until validation of registration.
- 2) A current certificate of insurance must accompany the registration application. It must be included with this application.
 - a. Insurance must be maintained while the contractor license is valid for public liability, bodily injury, property damage, product liability, and completed operations. Each must have a single occurrence limit of at least one hundred thousand dollars (\$100,000). The certificate of insurance must have "Abington Township" named as certificate holder. Should you ever drop insurance coverage below these minimums, stop coverage, or change coverage, we must be notified immediately and no permits issued until proof of adequate coverage is provided. Work on permits issued must cease until valid insurance is provided.
- 3) The proper fee of \$75.00 must be due at time of application submittal.
 - a. The \$75.00 fee is not required for Pennsylvania Registered Home Improvement Contractors who will only be doing residential contracting work.

Failure to do any or all the above will result in the application being returned and any submitted permits revoked or denied.

When submitting the application, it is encouraged to use a standard email that the company will be submitting all application from/received emails to, as you may receive future communications regarding contractor registration renewals to that email address.

Included	Item
<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	Copy of PA Home Improvement Contractor License if submitting as PA Residential Contractor
<input type="checkbox"/>	Insurance Certificate Listing Abington Township as Certificate Holder
<input type="checkbox"/>	\$75.00 Registration Fee <i>*Not required if registered PA Home Improvement Contractor completing only residential work.</i>

Submittal	All required documentation and materials must be submitted as a complete package.
Fee	Fee shall be made payable to "Abington Township". The office can accept checks, cash, or credit card in person/over the phone at this time. Payment is due at the time of the submission.
Permits	Permit submittals will require the inclusion of a copy of the "work contract" detailing the work to occur and providing the associated costs, including materials and labor. Failure to provide such documents may result in the denial of an application. The office reserves the right to require additional documentation of cost for appropriate building permit valuations in accordance with adopted codes.

Please contact the Code Enforcement Office with any questions at **267-536-1000 ext. 4**.

Page Left Intentionally Blank



ABINGTON TOWNSHIP
FIRE AND EMERGENCY MANAGEMENT SERVICES
CODE ENFORCEMENT DIVISION
1176 Old York Road, Abington, PA 19001
CONTRACTOR LICENSE APPLICATION

CL

☐ **Township Registered Contractor**

☐ **PA Home Improvement Contractor***

*Those registering as a PA Home Improvement Contractor are only permitted to perform applicable residential work within the Township in accordance with PA Home Improvement Consumer Protection Act 132 (Effective July 1, 2009)

1) APPLICANT

Name	Number & Street Name	
City, State & Zip Code	Phone	Email

2) CONTRACTOR

Business Name	DBA if Applicable	
Number & Street Name		
City, State & Zip Code	Phone	Email
Number of Vehicles used for Business	PA Home Improvement Contractor Number	

Type(s) of Work Performed

List **ALL** Names and Titles of Owners, Partners, Directors, and Officers of the firm (name, title):

In the last two years has any other municipality refused to issue or revoked a Contractor's License or Registration? If YES, what was the reason for that action?

☐ **YES** ☐ **NO**

A prior refusal or rejection in another municipality does not constitute a refusal in Abington Township. List all other municipalities in which your company is licensed:

☐ **N/A**



ABINGTON TOWNSHIP
FIRE AND EMERGENCY MANAGEMENT SERVICES
CODE ENFORCEMENT DIVISION
1176 Old York Road, Abington, PA 19001
CONTRACTOR LICENSE APPLICATION

CL

3) WORKERS' COMPENSATION INSURANCE COVERAGE

The Applicant is a contractor within the meaning of the Pennsylvania Workers' Compensation Law * *If the answer is Yes, complete the below sections as appropriate.*

☐ YES ☐ NO

4) INSURANCE INFORMATION

Names of Applicant

Federal or State Employee Identification Number

Applicant is a qualified self-insurer of Worker's Compensation.

Certificate Attached

☐

Name of Worker's Compensation Insurer

Worker's Compensation Insurance Policy Number

Certificate Attached

☐

Policy Expiration date

Insurance must be maintained for public liability, bodily injury, property damage, product liability, and completed operations. Each of which must have a single occurrence limit of at least one hundred thousand dollars (\$100,000).

5) EXEMPTION *Complete this section if the applicant is a contractor exempt from providing Workers' Compensation Insurance.*

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons as indicated.

- | | |
|---|--------------------------|
| 1) Contractor without employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township. | <input type="checkbox"/> |
| 2) Religious exemption under the Workers' Compensation Law. | <input type="checkbox"/> |

6) APPLICANT CERTIFICATION **Applicant must agree to below terms in order to submit an application*

☐

The applicant affirms that all information provided in the application is accurate and truthful, acknowledging full compliance with the requirements set forth by Abington Township.

☐

The applicant certifies that all information on this application is correct and accurate, and that all work within Abington Township will be completed in accordance, as applicable, with the any submitted/approved construction documents and PAAct 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality.

☐

The applicant acknowledges that at any time their insurance coverage should lapse, change, or go below the minimum coverages listed on the application, they will cease operations on existing permits issued and notify the Township immediately. Work may not resume, and new applications may not be submitted, until proof of proper coverage is received by Abington Township.

☐

The applicant agrees to abide by all regulations set forth under Ordinance 1677 "The Abington Township Contractor Licensing Ordinance" and all further amendments. Additionally, they will abide by the PA Home Improvement Consumer Protection Act 132 as applicable. Violations of Township Codes may result in citations/fines and/or revocation of Township Contractor License. PA Home Improvement Contractors in violation will have the State Attorney General's Office notified of the violations.

Name

Signature

Date

11) OFFICE USE ONLY

Application

Payment

Application Received

☐ Completed Application

☐ Cash

☐ Supplemental Documentation

☐ Check

No.

☐ Signature

☐ Credit Card

Date