



FOUNDED JULY 4, 1772

**CITY OF SUNBURY**  
Code Administration Office  
225 MARKET STREET  
SUNBURY, PENNSYLVANIA 17801  
[www.sunburypa.org](http://www.sunburypa.org)  
(570) 286-4207

Mayor  
Joshua Brosious

Council  
John Barnhart III  
James Eister  
Richard Reichner  
Lisa Martina

## **Contractor License or Registration**

Required is a certificate of insurance for your liability, auto, and workmen's compensation made out to our office being listed as the certificate holder:

Sunbury Code Administration Office  
225 Market Street  
Sunbury, PA 17801

You are required to carry at least \$300,000.00 for each occurrence for your liability.

Also, our office will need a copy of your PA registration from the Attorney General's Office. (If available)

If performing work on any commercial property, a contractor's license fee of \$100.00 will need to be paid. Commercial property also includes residential homes that have 3 or more rental units in them. Licenses and registrations are valid until the end of the calendar year.

You may make a check out to the City of Sunbury and return it along with your paperwork.



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CITY OF SUNBURY

CONTRACTOR LICENSE APPLICATION

NAME OF BUSINESS \_\_\_\_\_

ADDRESS OF BUSINESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

STATE I.D. NO. \_\_\_\_\_ Email: \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

LIABILITY INS. CARRIER \_\_\_\_\_ COVERAGE AMT. \_\_\_\_\_

NAME OF INS. AGENT \_\_\_\_\_ WORKER COMP. \_\_\_\_\_

ADDRESS OF INS. AGENT \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

TYPE OF WORK PERFORMED \_\_\_\_\_

TO THE BEST OF MY KNOWLEDGE ALL ABOVE STATEMENTS ARE TRUE.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR



## NOTICE TO HOME IMPROVEMENT CONTRACTORS

The Commonwealth of Pennsylvania passed the Home Improvement Consume Protection Act in 2009. This act requires Home Improvement Contractors, as defined by the act, to register with the Commonwealth of Pennsylvania and pay a licensing fee to the state. If you do home improvement work on “private residence” defined as:

- (1) A single dwelling
- (2) A multifamily dwelling consisting of not more than two units
- (3) A single unit located within any multifamily dwelling, including condominiums and cooperative units

You are subject to this required registration.

State registration precludes the payment of a fee to a local political subdivision for contractors who are qualified “home improvement contractors.”

Contractors who work on any type of structures other than the ones described in the act remain subject to the licensing requirements of the City of Sunbury. This would include commercial construction, industrial construction, institutional construction, multifamily dwellings not described in the state statute.

**IF YOU DO ANY WORK ON THESE TYPES OF STRUCTURES YOU ARE SUBJECT TO THE CITY’S LICENSE FEE OF \$100.00**

I hereby declare, under penalty of law, that I or my company qualifies under the definition of the state statute as a “Home Improvement Contractor” and that I or my company do (does) not do any type of construction other than defined in the statute and therefor am exempt from the licensing requirements of the City of Sunbury.

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Signature

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Print name of individual or company



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# PERMIT REQUIREMENTS

FROM THE CODE ADMINISTRATION OFFICE

TO ALL LICENSED CONTRACTORS IN THE CITY OF SUNBURY

Effective December 31, 2003, the Sunbury Code Administration Office is requiring all contractors who are licensed in the City of Sunbury to be informed of the following:

Permits are a requirement in the City of Sunbury. Therefore, it is the responsibility of the contractor to make sure that a building permit is obtained prior to any work that is performed. Whether it is obtained by the owner or the contractor.

Should the permit not be obtained, the Code Administration Office can and will file citations against you the contractor for failing to follow City Ordinance 1155 sections 68.1, 68.2, 68.3 (a, b, c, d, e, f, g), 118.2. FINES FOR EACH VIOLATION RANGE BETWEEN \$100.00 TO \$1000.00.

By signing this agreement, you, the contractor and/or owner of the company have acknowledged and understand that you have read and are now aware of this requirement.

Contractor Name:

Title:

Date:

Contractor License Number:



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Workers' Compensation Insurance-Coverage Information Form

A. Name of Applicant: \_\_\_\_\_  
Applicant or Contractor is a contractor within the meaning of Pennsylvania Workers' Compensation Law?

\_\_\_\_\_ Yes \_\_\_\_\_ No

B. Insurance Information

Contractor: \_\_\_\_\_  
(Name)

Federal or State Employer Identification No.: \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation \_\_\_\_\_ Certificate attached

Name of Workers' Compensation Insurer: \_\_\_\_\_

Certificate Attached: \_\_\_\_\_ Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

C. Exemption (Complete Section G if the applicant is a contractor claiming exemption from providing workers' compensation insurance.)

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

\_\_\_\_\_ Property owner doing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to City of Sunbury. Homeowner assumes liability for contractor compliance with this requirement.

\_\_\_\_\_ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to City of Sunbury.

\_\_\_\_\_ Religious exemption under the Workers' Compensation law. All employees of contractor are exempt from workers' compensation insurance (**attach copies of religious exemption letters for all employees.**)

D. Signatures

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Municipality Of

\_\_\_\_\_  
Address

\_\_\_\_\_  
County Of

\_\_\_\_\_

Subscribed sworn to and acknowledged before me by the above this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

Notary Public

(seal)



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