



Municipality of Norristown
Department of Buildings & Code Compliance
235 East Airy Street Norristown, PA 19401
610-272-8080 www.Norristown.gov

For Office Use Only

App Received By: _____ Date Received: _____

License #: _____ Amount Paid: _____

Routing Slip #: _____

Contractor License Application

**** INCOMPLETE APPLICATIONS WILL BE RETURNED ****

Contractor License Applications will only be accepted when a fully completed application is submitted along with all of the required supporting documents. Incomplete applications will be returned to the applicant.

The contractor license fee is dependent on when the license application is submitted. The contractor license fee for the period between **January 1 - March 31 is \$160**, between **April 1 - June 30 is \$135**, between **July 1 - September 30 is \$110**, and between **October 1 - December 31 is \$85**. There is a **\$50 administrative fee** for each application. If applying for more than one license type, **each additional license type is \$25**. Postmarked applications will be accepted before or the date of. Please make all checks/money orders payable to the Municipality of Norristown. Licenses are only valid for the calendar year and must be renewed every year. For a full copy of Ordinance 21-12 of 2021, please visit our website.

Please check the license type(s) you are applying for:

- | | | |
|--|---|--|
| ☐ Residential | ☐ General Contractor | ☐ Demolition Contractor |
| ☐ Master Mechanical | ☐ Master Electrician | ☐ Master Plumber |
| ☐ Fire Safety | ☐ Construction Manager | |

Type of Work Performed: _____

Business Name: _____

Business Address (No P.O. Box): _____

City: _____ State: _____ Zip: _____

Business Phone #: _____ Business Email: _____

PA Home Improvement Contractor License #: _____

Federal Tax ID Number: _____ Business Privilege License Number: _____

Name of Site Safety Manager: _____

By signing this application below, I, hereby attest that I am the owner of the above-mentioned business, or a duly authorized agent and I have reviewed the contractor license application and attest that the information provided including any supporting documents and statements contained above and herein on this application are true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to penalties of 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities. I hereby affirm that I, my business, and my sub-contractors will comply with the Contractor Licensing Requirements as set forth in Ordinance 21-12 of 2021, Chapter 251 of the Municipal Code, and that any and all work performed in the Municipality including but not limited to any repairs, alterations, additions, installations of appliances/equipment/materials, and new construction work shall be in conformity with all applicable Municipality of Norristown Codes, Ordinances, Regulations and applicable Commonwealth of Pennsylvania Statutes or Regulations and applicable Federal Laws, Statutes, or Regulations including but not limited to the EPA Lead Renovation, Repair, and Painting Program. I understand that no work shall be performed until a permit has been obtained. I understand that a license can be suspended and/or revoked for failure to maintain the necessary general liability and workers compensation insurance and/or for failure to comply with the requirements of Chapter 251 of the Municipal Code.

Name of Applicant: (Please Print) _____ Title: _____

Applicant Signature: _____ Date: _____



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Workers Compensation Insurance Coverage Information

Exemption Affidavit Form

This Form Is Required To Be Notarized

A. The applicant is:

- ☐ A contractor within the meaning of the Pennsylvania Workers Compensation Law.
- ☐ A contractor with no employees or a contractor with employees who claim a religious exemption.

B. Insurance Information:

Name of Applicant: _____

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 Expiration Date _____

C. Exemption: *(Complete if applicant is a contractor claiming exemption 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 the PA Workers Compensation Law for one of the following reasons as indicated:

- ☐ 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 the Municipality.
- ☐ Religious exemption under the Workers Compensation Law.

The undersigned applicant verifies that the facts set forth in Sections A, B and C above are true and correct to the best of my knowledge, information, and belief. I further understand that the said statements herein are made subject to the penalties of 18 Pa.C.S.A., Section 4904, relating to unsworn falsification to authorities.

Notary:

Commonwealth of Pennsylvania

County of Montgomery

Subscribed and Sworn to before me this

_____ day of _____, 20____

County of: _____

Municipality Of: _____

Signature of Notary Public: _____

My Commission Expires: _____

Applicant:

Print Applicant Name: _____

Applicant Signature: _____

Applicant Address: _____

City _____ State _____ Zip _____



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Contractor Licensing Requirements

Effective January 1, 2022

As required by Ordinance 21-12 of 2021:

Residential Contractor

- Complete and Submit Contractor License Application (No Administrative Fee or License Fee)
- Copy of Valid PA Attorney General Home Improvement Contractor License
- Copy of Valid General Liability Insurance Certificate
- Copy of Valid Workers Comp Insurance (or Notarized Exempt Form)
- Copy of Valid Norristown Business Privilege Tax License
- Can perform any type of building, mechanical, electrical, plumbing, etc. work on Residential Buildings (Single Family Dwellings and Duplexes)

General Contractor

- Complete and Submit Contractor License Application
- Passport sized color photograph of applicant (Will be Affixed on License Certificate)
- \$50 Administrative Fee Due at Application Submittal (Non-Refundable)
- \$160 License Fee Due at License Issuance (Plus \$25 for any additional endorsement)
- Copy of Valid General Liability Insurance Certificate (\$1,000,000 coverage)
- Copy of Valid Workers Comp Insurance (or Notarized Exempt Form)
- Copy of Valid Vehicle Insurance
- Copy of Valid Norristown Business Privilege Tax License
- Copy of Designated Company Site Safety Manager OSHA 30 Card
- Can perform any type of general building work (no trades work – mechanical, electrical, plumbing, fire suppression, etc.) on Non-Residential Buildings

Demolition Contractor

- Complete and Submit Contractor License Application
- Passport sized color photograph of applicant (Will be Affixed on License Certificate)
- \$50 Administrative Fee Due at Application Submittal (Non-Refundable)
- \$160 License Fee Due at License Issuance (Plus \$25 for any additional endorsement)
- Copy of Valid General Liability Insurance Certificate (\$2,000,000 coverage)
- Copy of Valid Workers Comp Insurance (or Notarized Exempt Form)
- Copy of Valid Vehicle Insurance
- Copy of Demolition License (from City of Philadelphia or another approved jurisdiction)
- Copy of Valid Norristown Business Privilege Tax License
- Copy of Designated Company Site Safety Manager OSHA 30 Card
- Copy of Demolition Workers OSHA 10 Cards
- Can perform selective or full demolition work on Non-Residential Buildings

Mechanical Contractor

- Complete and Submit Contractor License Application
- Passport sized color photograph of applicant (Will be Affixed on License Certificate)
- \$50 Administrative Fee Due at Application Submittal (Non-Refundable)
- \$160 License Fee Due at License Issuance (Plus \$25 for any additional endorsement)
- Copy of Valid General Liability Insurance Certificate (\$1,000,000 coverage)
- Copy of Valid Workers Comp Insurance (or Notarized Exempt Form)
- Copy of Valid Vehicle Insurance
- Copy of Mechanical License (from an approved jurisdiction)
- Copy of Valid Norristown Business Privilege Tax License
- Copy of Designated Company Site Safety Manager OSHA 30 Card
- Can perform any type of mechanical work on Non-Residential Buildings

Electrical Contractor

- Complete and Submit Contractor License Application
- Passport sized color photograph of applicant (Will be Affixed on License Certificate)
- \$50 Administrative Fee Due at Application Submittal (Non-Refundable)
- \$160 License Fee Due at License Issuance (Plus \$25 for any additional endorsement)
- Copy of Valid General Liability Insurance Certificate (\$1,000,000 coverage)
- Copy of Valid Workers Comp Insurance (or Notarized Exempt Form)
- Copy of Valid Vehicle Insurance
- Copy of Electrical License (from City of Philadelphia or another approved jurisdiction)
- Copy of Valid Norristown Business Privilege Tax License
- Copy of Designated Company Site Safety Manager OSHA 30 Card
- Can perform any type of electrical work on Non-Residential Buildings

Plumbing Contractor

- Complete and Submit Contractor License Application
- Passport sized color photograph of applicant (Will be Affixed on License Certificate)
- \$50 Administrative Fee Due at Application Submittal (Non-Refundable)
- \$160 License Fee Due at License Issuance (Plus \$25 for any additional endorsement)
- Copy of Valid General Liability Insurance Certificate (\$1,000,000 coverage)
- Copy of Valid Workers Comp Insurance (or Notarized Exempt Form)
- Copy of Valid Vehicle Insurance
- Copy of Plumbing License (from City of Philadelphia or another approved jurisdiction)
- Copy of Valid Norristown Business Privilege Tax License
- Copy of Designated Company Site Safety Manager OSHA 30 Card
- Can perform any type of plumbing work on Non-Residential Buildings

Fire Safety Contractor

- Complete and Submit Contractor License Application
- Passport sized color photograph of applicant (Will be Affixed on License Certificate)
- \$50 Administrative Fee Due at Application Submittal (Non-Refundable)
- \$160 License Fee Due at License Issuance (Plus \$25 for any additional endorsement)
- Copy of Valid General Liability Insurance Certificate (\$1,000,000 coverage)
- Copy of Valid Workers Comp Insurance (or Notarized Exempt Form)
- Copy of Valid Vehicle Insurance
- Copy of Fire Safety License (from City of Philadelphia or another approved jurisdiction)
- Copy of Valid Norristown Business Privilege Tax License
- Copy of Designated Company Site Safety Manager OSHA 30 Card
- Can perform any type of fire safety work (fire sprinklers, fire suppression, fire alarms, etc.) on Non-Residential Buildings

Construction Manager

- Complete and Submit Contractor License Application
- Passport sized color photograph of applicant (Will be Affixed on License Certificate)
- \$50 Administrative Fee Due at Application Submittal (Non-Refundable)
- \$160 License Fee Due at License Issuance (Plus \$25 for any additional endorsement)
- Copy of Valid General Liability Insurance Certificate (\$1,000,000 coverage)
- Copy of Valid Workers Comp Insurance (or Notarized Exempt Form)
- Copy of Valid Vehicle Insurance
- Copy of Valid Norristown Business Privilege Tax License
- Copy of Designated Company Site Safety Manager OSHA 30 Card
- Can perform construction management (can manage construction project only – may not pull permits unless licensed as GC, MC, EC, PC, FSC, or DC) on Non-Residential Buildings

General Information and Requirements

- Application must be fully completed, and all required documents must be attached
- Incomplete applications will not be accepted and will be returned
- Municipality of Norristown must be listed as additional insured on insurance certificates
- If you do not have a trades license (Mechanical, Electrical, Plumbing, or Fire Safety) with the City of Philadelphia or another approved jurisdiction, you will need to take the International Code Council National Exam for the specific trade you are seeking to be licensed (F29 Master Mechanical, F16 Master Electrician, F24 Master Plumber, F35 Fire Suppression), visit www.iccsafe.org to register for an exam or to learn more about the examination process
- To obtain the Norristown Business Privilege Tax License you must contact Tri-State Financial Group LLC. Tri-State Financial is located at 408 East Fourth Street Suite 106 Bridgeport, PA 19045. You can reach them at 610-270-9520 or visit <https://tfgtax.com/municipality-norristown>
- All contractors must meet the requirements set forth in Ordinance 21-12 of 2021, regardless of previously being licensed. For a full copy of the ordinance, please visit www.Norristown.gov



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To: Building Permit Applicants and Contractors

From: Department of Buildings & Code Compliance

Subject: Workers' Compensation Reform Act (Act 44 of 1993)

As required by the Pennsylvania Workers' Compensation Reform Act 44 of 1993, any building permit issued to a property owner, contractor or subcontractor must demonstrate current coverage and compliance with the Workers' Compensation Act. As proof of Insurance under this Act, one of the following must be submitted with the Building Permit Application:

1. Certificate of Insurance issued by their insurance carrier as proof of Workers' Compensation Insurance for their employees; or
2. Certification of State-approved Self-Insurance from the Department of Labor and Industry; or
3. Notarized affidavit of exemption from Workers' Compensation Insurance coverage stating they are not required to provide coverage for one of the following reasons:
 - The property owner is performing their own work.
 - The contractor has no employees.
 - The employees of the contractor are exempt from Workers' Compensation Insurance Coverage for religious reasons

All contractors and subcontractors must provide with the Building Permit Application the following information, including: contractor name; address; contact person, and federal or state employer identification number. Contractors and subcontractors will also be required to submit an affidavit attesting that they are in compliance with the Act.

Contractors that employ individuals that claim a religious exemption under Workers' Compensation Law, must attach a copy of each employees Certification of Religious Exception Form LIBC-14C from the Department of Labor & Industry, Bureau of Workers' Compensation. This form must be submitted for each employee claiming this exemption.

For property owners performing their own work, it will be necessary that a notarized affidavit of exemption from workers' compensation insurance be submitted with the Building Permit Application. This affidavit must state that no persons will be hired/employed, or that no work will be contracted or subcontracted on the construction project that falls under the scope of the Building Permit. However, should the property owner later choose to hire a contractor or subcontractor to complete any work on the construction project, it will be the responsibility of the property owner to ensure that the contractor and/or subcontractors comply with the regulations outlined above and proof of such be furnished to the Department of Building & Code Compliance.

The certificate and/or affidavit shall be kept on file with the Municipality of Norristown's copy of the building permit. With the issuance of the building permit, the Municipality of Norristown shall be named as a workers' compensation policy certificate holder. An insurer issuing a policy shall be required to notify the Municipality of Norristown of an expiration or cancellation of any policy certificate within three working days of such expiration or cancellation.

Upon receiving actual notice that the contractor's/subcontractor's workers' compensation insurance or State-approved self-insured status has been cancelled, the Municipality of Norristown shall issue a stop work order to a contractor/subcontractor who is performing work pursuant to a building permit. Also, if the Municipality of Norristown receives actual notice that a contractor or property owner, having filed an affidavit of exemption from workers' compensation insurance, has hired persons to perform work pursuant to a building permit and does not maintain required workers' compensation insurance, the Municipality of Norristown shall issue a stop work order. The order shall remain in effect until proper workers' compensation coverage is obtained for all work performed pursuant to the building permit.

Nothing in the Workers' Compensation Act shall be the basis of any liability on the part of the Municipality of Norristown. It is not the Municipality of Norristown's responsibility to notify any contractor/ subcontractor and/or property owner that workers' compensation insurance has expired or been cancelled, nor shall the Municipality of Norristown incur liability for any damage which may result from the issuance of a stop work order.

Questions concerning Workers' Compensation Insurance coverage requirements as they pertain to building permits should be directed to the Municipality of Norristown's Department of Buildings & Code Compliance.