



Contractor License Application

Business Name	
Business Owner Information	Name: Address: Phone Number: Email Address:
Type of license request	☐ General Contractor ☐ Electrical Contractor ☐ Plumbing Contractor ☐ HVAC Contractor ☐ Journeyman
Insurance Compliance	Insurance Carrier: Policy Number: Effective Dates:



Contractor License Application

Workman's Compensation Status	☐ Certificate of Workers Compensation Insurance attached ☐ Affidavit of Exemption attached (notarized)
Required Documents	☐ Copy of State License ☐ Liability Insurance Certificate of at least \$1,000,000 ☐ Copy of Current Contactor License from another PA municipality ☐ City of Chester must be listed as Certificate Holder
Signature	I hereby state that the facts above set forth are true and correct (or are true and correct to the best of my knowledge, information and belief), I understand that if any information is false the License will be revoked, and I will receive fines and penalties according to City ordinance. Signature: _____ Date: _____

Official Use Only	
Received Date	
Approved Date	
Rejection Reason	
License Number	
Renewal Date	

VERSION
11262025



Contractor License Application

City of Chester – Requirements for a Commercial Contractor's License

Article 1721 of the City of Chester Codified Ordinances requires all general contractors, subcontractors, specialty contractors, and home improvement contractors to obtain an **annual Commercial Contractor's License** before performing any commercial construction, repair, remodeling, rehabilitation, or demolition work within the City.

To apply, please complete the attached **Contractor's License Application** and the **License and Registration Fee Form** provided by the City's Business Privilege Tax collector, the **Central Tax Bureau of Pennsylvania**.

Fees (payable by business check or money order to the City of Chester; no cash accepted):

- Annual License Fee: **\$120.00**
- Business Privilege License Fee: **\$25.00**
- Journeyman License Fee: **\$25.00** (laborers and apprentices are exempt)

Insurance Requirements:

A **Certificate of Insurance** naming the City of Chester as the certificate holder must be submitted, showing proof of **general liability** and **workers' compensation coverage**. If the applicant has no employees and is exempt from workers' compensation, the application must be **notarized**.

Additional Documentation:

- If you hold a contractor's license from another municipality, include a copy.
- If not, submit a **reference letter** listing employers or clients for whom you have completed similar work.

For questions or assistance, please contact **610-447-7751**.