



LICENSE APPLICATION

DEMOLITION CONTRACTOR

Follow instructions listed on Instruction Sheet
For further information call (215) 686-8686

WHEN COMPLETED, MAIL TO:

DEPARTMENT OF LICENSES AND INSPECTIONS
CUSTOMER CARE UNIT, PUBLIC SERVICE CONCOURSE
1401 JOHN F. KENNEDY BOULEVARD
PHILADELPHIA, PA 19102-1687

USE A SINGLE CHECK OR MONEY ORDER FOR ALL FEES,
PAYABLE TO "CITY OF PHILADELPHIA"

CHOOSE TYPE OF LICENSE:

CLASS A

CLASS B

1. NAME OF OWNER

2. BUSINESS NAME

3. BUSINESS ADDRESS

CITY

STATE

ZIP CODE

4. DAYTIME TELEPHONE NUMBER

EVENING TELEPHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

5. BILLING ADDRESS (IF DIFFERENT FROM BUSINESS ADDRESS)

CITY

STATE

ZIP CODE

6. PHILADELPHIA BUSINESS INCOME AND RECEIPTS TAX NUMBER

7. PHILADELPHIA COMMERCIAL ACTIVITY LICENSE NUMBER

8. SITE SAFETY MANAGER (S) NAME
(use additional sheets if necessary)

PHONE

EMAIL

9. DEMOLITION SUPERVISOR(S), NAME
(use additional sheets if necessary)

PHONE

EMAIL

10. CONTRACTOR APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING:

A. Proof of Insurance in the following areas:

Worker's Compensation and Employer's Liability

- (1) Worker's Compensation: Statutory Limits
- (2) Employer's Liability: \$100,000 each accident
\$100,000 each employee
\$500,000 policy limit

Comprehensive General Liability (Including products and completed operations)

Minimum Limit of \$2,000,000 Per Occurrence

"City of Philadelphia" MUST be named as additional insured and certificate holder for the Demolition Contractor's License to be approved. Insurance Certificate MUST specify demolition operations.

Motor Vehicle Liability Insurance

Minimum Limit of \$300,000

B. A License bond in the amount of \$25,000 for a Class A License or \$10,000 for a Class B Licenses submitted on City of Philadelphia Form (# 81-1010 A or # 81-1010 B).

C. Proof of completion of an extended safety training course for the named Site Safety Manager(s). Training course must be certified by the Department and completed within five years of application date.

D. Proof of successful completion of the Philadelphia Demolition Contractor Examination, Administrated by the International Code Council in the applicable category for the named Demolition Supervisor(s) within twelve months of application date.

PLEASE BE SURE TO READ THE OTHER SIDE OF THIS FORM AND COMPLETE WHERE NECESSARY

11. Complete Listing of Alternative Trade Names registered with the Department of Revenue									
Trade Name									
12. OWNER/PARTNERSHIP or CORPORATION (THREE PRINCIPALS REQUIRED IF CORPORATION)									
Name of Principal or Partner	Title	Home Address (Include City, State, and Zip Code)							
13. FEES									
APPLICATION REQUIRES SUBMITTAL OF A NON-REFUNDABLE APPLICATION FEE. BALANCE OF THE \$200 LICENSE FEE WILL BE PAYABLE UPON APPLICATION APPROVAL.	APPLICATION FEE	OFFICE USE ONLY CHECK#							
DEMOLITION CONTRACTOR	\$20								
14. APPLICANT CERTIFICATION									
<p>I, the applicant, will comply with all laws, rules, and regulations of the Commonwealth. I certify the following statements: that all City tax obligations are satisfied; that I am financially solvent; that I am not debarred by any public body or governmental agency;</p> <p>I, the applicant, am not delinquent in the payment of any taxes or fees due the City, or I have entered into and I am in compliance with a payment agreement with the City for such taxes.</p> <p>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.</p>									
Applicant Signature: _____ Date: ____/____/____									
FOR OFFICE USE ONLY									
REMARKS:									
<input type="checkbox"/> APPROVED <input type="checkbox"/> REFUSED	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">REVIEWED BY</td> <td style="width: 50%;">NUMBER</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>DATE</td> <td>AUDIT</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	REVIEWED BY	NUMBER			DATE	AUDIT		
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DEMOLITION CONTRACTOR INFORMATION SHEET

A Demolition Contractor license is required of anyone removing structural elements for the purpose of removing the entire structure.

A) Categories

Class A: License class allows for the complete demolition of any building.

Class B: License class allows for the complete demolition of a building not exceeding 3 stories, a maximum height of 40 feet and covering a maximum lot space of 10,000 square feet.

B) Requirements to obtain a Contractor's License include:

- 1) License application
- 2) A non-refundable filing fee of \$20.00 which is applied towards the cost of the License (\$200). The balance of the license fee is due upon application approval.
- 3) A Philadelphia Business Income and Receipts Tax Number and a Commercial Activity License.
- 4) Identification of one or more Site Safety Manager(s) responsible for supervision of demolition projects.
 - a) Proof of completion of an OSHA 30 safety training course (or equivalent certified by the Department) within 5 years of application date must be submitted for each named Site Safety Manager. Please visit phila.gov/li for a complete listing of certified safety training courses.
 - b) A Site Safety Manager may not be concurrently employed by another licensed Demolition Contractor.
- 5) Identification of one or more Demolition Supervisor(s) responsible for the development of site safety plans.
 - a) Proof of successful completion of the Philadelphia Demolition Class A or Class B Examination, administered by the International Code Council, in the applicable category for the named Demolition Supervisor (s) within twelve months of application date. Please visit iccsafe.org for examination information.
 - b) A Demolition Supervisor may not be concurrently employed by another licensed Demolition Contractor.
 - c) The roles of Site Safety Manager and Demolition Supervisor may be filled by the same individual.
- 6) Submission of a License bond in the amount of \$25,000 for a Class A License or \$10,000 for a Class B License submitted on Form # 81-1010 A (Class A) or Form # 81-1010 B (Class B), bearing an original seal. The bond shall be issued by a surety company holding a certificate of authority to transact business in Pennsylvania, having a minimum surety underwriting limitation of \$1,000,000.
- 7) Proof of insurance in an amount determined by the Office of Risk Management in the following areas:
 - a) Worker's Compensation and Employer's Liability
 - i) Worker's Compensation: Statutory Limits
 - ii) Employer's Liability: \$100,000 each accident; \$100,000 each employee; \$500,000 policy limit
 - b) Comprehensive General Liability (Including products and completed operations)

Minimum limit of \$2,000,000 per Occurrence

Please note the City of Philadelphia must be named Additional Insured and Certificate Holder in order for the Demolition Contractor License application to be approved.

c) Automobile Liability Insurance

Minimum limit of \$300,000

If this is a corporation and the employees utilize their own vehicles for work then the corporation must have automobile liability for hired and non-owned autos in the amount of \$300,000.

*ALL INSURANCE MUST BE SUBMITTED ON A
CERTIFICATE OF LIABILITY INSURANCE. **NO EXCEPTIONS***

Failure to maintain proper insurance, and to provide proof of continued coverage by submitting renewal certificates to the Department, will result in the revocation or non-renewal of your license.

B) Required Conduct:

- 1) Every licensed Demolition Contractor shall notify the Department in writing within ten days of any change in the information required by the Department as a prerequisite for securing the License.
- 2) As a Demolition Contractor, you must secure all required permits prior to the commencement of any construction or demolition activity and provide a telephone number for immediate contact.
- 3) You must contact inspectors for all required inspections. Failure to do so may result in the revocation of your license.
- 4) You must post a copy of the permit at the job site and keep a list of all subcontractors at the site.
- 5) All advertisements and contractor's stationary shall include your Demolition Contractor's license number.
- 6) As a Demolition Contractor, you must comply with all provisions of The Philadelphia Code. In addition, you must correct any code violation cited by the Department as a result of your work activity within the time period specified for compliance in notice from the Department.
- 7) All Contractors shall maintain complete financial and construction records (including plans) for each job performed for four years after the completion of the job. All such records shall be subject to audit by the Department for a period of four years after the completion of a job.
- 8) All workers on a construction or demolition site must have completed a certified course of training, including OSHA 10. A complete listing of certified training is available on phila.gov/li.
- 9) As a Demolition Contractor, you must comply with all provisions of The Philadelphia Code. In addition, you must correct any code violation cited by the Department as a result of your work activity within the time period specified for compliance in notice from the Department.