



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4171

REQUIREMENTS FOR HOME IMPROVEMENT CONTRACTORS LICENSE

Any person applying for a home improvement license in the City must meet the following requirements:

- a. Fill out application
- b. Must provide the Licensing, Inspections and Permits Department a copy of the Home Improvement Registration Certificate from the Attorney General Department
- c. Must provide the Licensing, Inspections and Permits Department a Copy of the applicants Photo Identification
- d. Must provide proof of experience of trade
- e. Must provide a letter of recommendation
- f. Must provide the Licensing, Inspections and Permits Department a copy of General Liability Insurance



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Home Improvement Contractor Application

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____ CITY: _____ STATE: _____ ZIP: _____

APPLICANT PHONE NUMBER: _____

NAME OF COMPANY: _____

ADDRESS OF COMPANY: _____ CITY: _____ STATE: _____ ZIP: _____

WORK PHONE NUMBER: _____ WORK FAX: _____

FEDERAL I.D. NUMBER: _____

NUMBER OF YEARS APPLICANT WORKES FOR COMPANY: _____

TYPE OF WORK TYPICALLY PERFORMED BY APPLICANT: _____

APPLICANTS PREVIOUS EXPERIENCE IN THE HOME IMPROVEMENT FIELD: _____

LIST OF LOCAL CONTRACTORS AS REFRENCES (NAME, ADDRESS, PHONE, TITLE) *PLEASE ATTACH LETTERS:*

1. _____

2. _____

3. _____

APPLICANTS SIGNATURE: _____

DATE: _____

OFFICIAL USE ONLY

APPROVED

DENIED

IF DENIED: _____

BUILDING CODE OFFICIAL SIGNATURE: _____

DATE: _____