



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4177

STEPS TO APPLY FOR CONTACTORS LICENSE IN CITY OF SCRANTON

1. TAKE GENERAL CONTACTORS LICENSE TEST
2. PROVIDE THE CITY OF SCRANTON WITH THE PASSING TEST SCORES (*70% OR BETTER*) OF YOUR GENERAL CONTACTORS LICENSE TEST (I.B.C. 2009)
3. COPY OF APPLICANT'S PHOTO DRIVERS LICENSE
4. APPLICATION FOR CONTACTORS LICENSE TO BE FILLED OUT
5. LETTER OF RECOMMENDATION STATING YOU HAVE DONE THIS TYPE OF WORK IN OTHER CITIES
6. CERTIFICATE OF GERNERAL LIABILITY INSURANCE AND WORKMENS COMPENSATION INSURANCE
7. COPY OF PA. HOME IMPORVEMENT CONTRACTOR REGISTRATION CERTIFICATE IF DOING RESIDENTIAL WORK
8. **6 HOURS C.E.U'S (CONTINUE EDUCATION CERDITS) FOR THE YEAR**
9. SIGNED CONTRACT BETWEEN YOU AND THE PERSON YOU ARE DOING THE WORK FOR

IF YOU SHOULD HAVE ANY QUESTIONS, FEEL FREE TO CONTACT THE INSPECTORS AT 570-348-4193