



## 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 A ONE TIME LICENSE

One Time License the Building Code Official or Director of the Licensing, Inspections and Permits Department may issue a onetime license to an individual not normally doing contracting work in the City, after the applicants application has been reviewed by the Building Code Official or Director of the Licensing, Inspections or Permits Department. This onetime license shall be for a specific job or construction and validity of the onetime license will terminate upon completion of the work. Said work shall be work which shall be permissible under on permit at one location. Should said individual desire to obtain further work in the City, he shall be required to fulfill all requirements as defined by this ordinance. The Fee for said onetime license shall be Four Hundred (\$400.00) dollars.

In order to be considered for a onetime license, the application shall submit proof of his eligibility to the Building Code Official or Director of the Licensing, Inspections and Permits department. Said proof shall include, though not be limited to the following:

1. Valid Contractor's license equivalent to that of the City issued by another municipality to the applicant
2. Valid photo identification of applicant
3. A copy of an ordinance from another municipality setting forth the standards for eligibility for a contractor's license which must be at least equivalent to the standards set forth by this ordinance for the City
4. Said other municipality shall have created a municipal inspection agency equivalent to that of the city which has accepted the same national standards for inspection as the City
5. A Testing procedure for a contactors license which must be at least equivalent to the standards set forth by this ordinance for the City
6. A Certificate of insurance equivalent to that accepted by the City setting forth the amount of insurance coverage the applicant has obtained