

EAST NOTTINGHAM TOWNSHIP

158 Election Road, Oxford, PA 19363
(610)932-8494 Fax (610)932-9441
www.eastnottingham.org

Registration # _____

CONTRACTOR REGISTRATION APPLICATION - FEE \$50.00

CONTRACTOR

(ALL CONTRACTORS MUST BE PROPERLY REGISTERED BEFORE PERMIT IS ISSUED)

Business Name: _____		Include names & addresses of principals & officers on separate sheet	
Address: _____	City: _____	State _____	Zip _____
Phone #: _____	Cell #: _____	Fax # _____	
Insurance Agent: _____		Phone #: _____	
Type of Contractor: _____	Type of Business: _____	Individual Proprietorship	Partnership
Corporation			
Other municipalities where licenses are held: _____			
Has a license been refused or revoked within the last two (2) years? _____		Email _____	

EAST NOTTINGHAM TOWNSHIP MUST BE NAMED AS ADDITIONAL INSURED

LIABILITY INSURANCE CARRIER - Minimum Liability Coverage \$ 1,000,000.00 (Attach copy of Certificate of Insurance)

Liability Insurance Carrier: _____	Include copy of Certification
Policy No: _____	Expires: _____ Phone #: _____

WORKERS COMPENSATION CARRIER (Attach copy of Certificate of Insurance)

Workers Compensation Carrier: _____	Include copy of Certification
Policy No: _____	Expires: _____ Phone #: _____
IF NOT LISTED FORM MUST BE NOTARIZED	

FORM MUST BE NOTARIZED IF NO WORKMAN'S COMPENSATION INSURANCE

Exemption

This Section to be completed ONLY if Applicant is claiming exemption from providing Workers' Compensation Insurance. The undersigned swears or affirms that he/she is not required to provide Workers' Compensation insurance under the provision of Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

- Applicant is property owner and doing own work.
- Applicant has no employees.
- Applicant claims religious exemption under the Workers' Compensation Law.

NOTE: Contractor is prohibited by law from employing any individual to perform work pursuant to this permit unless contractor provides proof of workers' compensation insurance to Township. **A STOP WORK ORDER WILL BE ISSUED.** Such stop work order shall remain in effect until proper Workers' Compensation coverage is obtained and proper documentation is received by East Nottingham Twp.

I certify that the statement 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 such penalties as may be prescribed by law or ordinance. I understand that if this application and information has been made with fraudulent intent, I may be guilty of a misdemeanor of the second degree punishable by a fine up to \$5000 and/or imprisonment up to two years upon conviction, pursuant to 18PA C.S.A. #4904 relating to unsworn falsification to authorities.

Applicant _____
SIGNATURE

NOTARY

Subscribed and sworn to before me on this _____ day of _____ 20__

(REQUIRED IF NO WORKER'S COMPENSATION COVERAGE IS PROVIDED)

Approved By: _____

(seal)

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INSTRUCTIONS FOR FILLING OUT CONTRACTOR REGISTRATION APPLICATION

- All contractors who wish to do work in East Nottingham Township **MUST** register with the Township before starting any construction. This includes, but is not limited to, excavators, builders, electrical & plumbing contractors, utilities, etc.
- All fields **MUST** be filled out by owner/applicant before application will be considered.
- Liability insurance of **\$1 Million IS REQUIRED** for application to be considered.
- Workers Compensation Insurance, or notarized waiver at bottom of form, **MUST** be included before application will be considered
- A copy of the Certificate of Insurance, with East Nottingham Township listed as a Certificate Holder, **MUST** accompany application.
- This is a yearly registration. Therefore, contractors **MUST** register with Township every year to be able to work in Township.
- A copy of approved registration form **MUST** be included with **ALL** building permit application submissions.
- If you wish a copy of the permit to be sent back, include a stamped, self-addressed envelope with your submission.
- A Check in the amount of \$50 made payable to EAST **NOTTINGHAM TOWNSHIP**.