



Registration or Renewal of Contractor's Registration

Per Ordinance 19-19, as of January 1st, 2020, all contractors performing work in the city are required to be registered for licensure with the City of Sharon. This includes all work performed on commercial properties, any work produced through the public bidding process, some residential alterations, and all other types of work not considered "home improvement" by the Commonwealth of Pennsylvania (see Act 132 Home Improvement Consumer Protection Act, adopted on October 17th, 2008). Upon submission of ***all*** of the required items to the City Manager's office, a contractor's license for the City of Sharon shall be issued, which is valid for the entirety or duration of the calendar year. These items must be re-submitted annually after December 15th to become re-certified each new calendar year, which begins January 1st. If you are working in the City of Sharon without the appropriate license, fines up to \$1,000 per day will apply. If you receive a notice from The City of Sharon indicating that you are performing work without the appropriate license, you have thirty (30) calendar days from the date of the letter to submit the required documents and obtain your license. Failure to comply within that time frame shall result in a doubling of the permit fee for that calendar year, as well as the applicable per day fines listed above.

In order to obtain such license, you must provide:

1. The annual **license fee** of one hundred fifty dollars (\$150.00) per **calendar year**.
2. Registration or renewal **application** completed and signed by the contractor or an authorized representative of their company (attached).
3. **License and permit bond** in the amount of \$10,000, with the City of Sharon named as the obligee, and containing both an authorized signature and a provision that the policy will not be canceled without fifteen (15) days' notice to the City of Sharon (sample attached).
4. **Certificate of Liability Insurance** as a verification of coverage (sample attached, with suggested limits).
5. The attached **Worker's Compensation form**. Please complete section A if you carry worker's compensation liability insurance. If you do not carry worker's compensation insurance, complete section B and have this form notarized. Effective August 31st, 1993, PA Act 44 requires all contractors applying for a license or permits to provide proof of worker's compensation insurance or an affidavit stated they are exempt and not required to carry such insurance.



CITY OF SHARON CONTRACTOR LICENSE APPLICATION

Company Name _____

Contact/Responsible Agent _____

Address _____

Phone _____ Email _____

Tax ID# _____

Date of Application _____

Signature _____

Has any municipality refused to issue to you or revoked any similar contractors' license within the past five (5) years? () YES () NO

If YES, attach written explanation of circumstances and reason for denial or revocation.

Have you been convicted within the past five (5) years of any crimes or offenses related to your work or contracts as a contractor? () YES () NO

If YES, attach written explanation of the nature of the conviction and the caption, court, and term number of proceeding.

RECEIPT:

Date Check/Money Order Received _____

Received By: _____



BOND

KNOW ALL MEN BY THESE PRESENTS, THAT WE

As Principal, and _____, as surety are held and firmly bound unto the City of Sharon, Mercer County, Pennsylvania, in the sum of Ten Thousand Dollars, the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, executors, and administrators.

WITNESS our hands and seal this _____ day of _____

Two Thousand and _____.

The conditions of this obligation are such that whereas _____

Has submitted this bond to and has been accepted by the code enforcement Officer of the City of Sharon, Mercer County, Pennsylvania, and they are bonded to perform the following: (indicate the type of work that is bond by marking an "X" before the type of occupation)

_____ **BUILDING** _____ **PLUMBING** _____ **ELECTRIC** _____ **HEATING**

Now, If said, _____ shall we and faithfully perform all work in accordance to the City of Sharon Code Enforcement Building, Plumbing, Electrical and Mechanical codes and Ordinances, and that he will pay all fines and penalties properly imposed upon them, and upon failure of Principal to perform the work in accordance with provisions of the adopted Building, Plumbing, Electrical and Mechanical Codes, and to pay said fines and penalties, the Principal and their surety shall become liable to the City of Sharon, Mercer County, Pennsylvania in the amount of ten Thousand (\$10,000) Dollars.

_____(Seal)
(PRINCIPAL)

(RESIDENCE)

(SURETY)

_____(Seal)

(RESIDENCE)

CITY OF SHARON CONTRACTOR LICENSE
WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

Applicants carrying workers' compensation insurance should complete Section A.

Applicants claiming exemption from workers' compensation insurance should complete and have notarized Section B.

A) Worker's Compensation Insurance Information:

Name of Applicant/firm: _____

Federal or State Employer Identification #: _____

Name of Worker's Compensation Insurer: _____

Worker's Compensation Insurance Policy #: _____

Policy Expiration Date: _____ **Please attach Certificate of Insurance**

Authorized Signature: _____

B) Complete below if the applicant is a contractor claiming exemption from providing worker's compensation insurance:

The undersigned swears or affirms that he/she is not required to provide Worker's Compensation Insurance under the provision of the Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with NO employees.

Religious exemption under the Workers' Compensation Law

Name of firm

Signature of Notary Public

Applicant Signature

My Commission Expires: _____

Date: _____

Subscribed and Sworn Before Me:
(Notary Seal)