

**SAYRE BOROUGH OFFICE  
OF CODE ENFORCEMENT**

110 W Packer Ave. Sayre, PA 18840  
Office 570-888-4410 Fax 570-888-6598  
email: codeoffice@sayreborough.org web: http://sayrepa.org



**DOCUMENT VERIFICATION FOR CONTRACTORS**

Date \_\_\_\_\_ Bus. Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Doing Business As (DBA) \_\_\_\_\_

PA State Registration # \_\_\_\_\_ Register on line at [www.attorneygeneral.gov](http://www.attorneygeneral.gov)  
(Home Improvement Contractors Only)

Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Type of Work Performed \_\_\_\_\_

Number of Years as Contractor \_\_\_\_\_

Do You Sub Out Parts of Jobs? \_\_\_\_\_ If So, What? \_\_\_\_\_

Drivers License Number of Owner/Contact Person \_\_\_\_\_ State \_\_\_\_\_

What other Contractors Licenses/Permits do you hold? \_\_\_\_\_

Have you ever been refused a permit or had a similar Contractors Permit revoked or suspended within two years prior to the date of this application? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Have you been convicted of any crimes, offenses or violations relating to your work or contracts as a contractor within the two years prior to the date of this application? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Are there any unsatisfied civil judgements against you alleging that you failed to complete a job or improperly performed a contract? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Please list the last three jobs done. Include property owner's name and phone # and type of work performed.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**PLEASE BE SURE TO SIGN AND DATE THE BACK OF THIS DOCUMENT IN FRONT OF A NOTARY AND HAVE THE BOTTOM PORTION NOTARIZED BEFORE RETURNING. ALSO PLEASE BE SURE TO RETURN CURRENT INSURANCE INFORMATION WITH THIS FORM OR ARRANGE FOR YOUR INSURANCE COMPANY TO FAX THE CERTIFICATE OF LIABILITY/WC INSURANCE INFORMATION TO THIS OFFICE AT 570-888-6598  
ADMINISTRATION FEE \$125.00 (PAYABLE TO SAYRE CODE OFFICE).**

I do hereby certify that the information contained in this Document Verification form is correct to the best of my knowledge and agree that the information in this form shall be available to the public for inspection. It is understood that all construction in the Borough of Sayre will comply with the International Code Council's (ICC) International Building Code 2009 (IBC 2009) as adopted by the Sayre Borough Council.

\_\_\_\_\_ (Date) \_\_\_\_\_ (Signature)

**WORKERS' COMPENSATION AFFIDAVIT**

**(This section must be completed in the presence of a Notary Public)**

(For contractors with no employees)

I, \_\_\_\_\_, DO AFFIRM THAT I WILL NOT EMPLOY/HIRE ANY OTHER PERSON(S) FOR THE PROJECT(S) FOR WHICH I AM SEEKING A CONTRACTORS PERMIT.

After receipt of the contractors permit, if I employ any other person(s), I will notify the Code Enforcement Office and provide proof of Workers' Compensation coverage within three (3) working days.

I understand that failure to comply will result in a stop work order being executed for the project I am undertaking and that such order may not be lifted until proper coverage is obtained and proof is presented, as provided by Section 302 (c) (40) of the Act of June 2, 1915 (P. L. 736) known as the Pennsylvania Workers' Compensation Act, reenacted and amended June 21, 1939, and amended December 5, 1974, and amended July 2, 1993.

(For contractors with employees)

I, \_\_\_\_\_, DO AFFIRM THAT I DO HAVE WORKERS' COMPENSATION COVERAGE FOR THE EMPLOYEES THAT WILL BE WORKING FOR/WITH ME ON THE PROJECT(S) FOR WHICH I AM SEEKING A CONTRACTORS PERMIT. I FURTHER AFFIRM THAT I HAVE PROVIDED THE SAYRE CODE ENFORCEMENT OFFICE WITH A COPY OF THAT COVERAGE.

On this, the \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_, before me, a Notary Public, the undersigned officer, personally appeared \_\_\_\_\_ known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she is executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Sworn to and subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

CODE ENFORCEMENT USE ONLY	
Date of Issue	_____
CP#	_____
Issued by	_____
Pymt. Method	
Check	# _____ \$ _____
Cash	\$ _____

**SAYRE BOROUGH CODE**  
**Chapter 114: Occupations Requiring Permits**

**Article I Contractors**

**§ 114-5 Permit required; application; renewal.**

[Amended 5-20-1998 by Ord. No. 761; 10-18-1999 by Ord. No. 768; 3-26-2001 by Ord. No. 802; 1-23-2014 by Ord. No. 905]

**A.**

For purposes of this section, if the contractor is only performing work as defined as a "home improvement" under the Home Improvement Consumer Protection Act,<sup>[1]</sup> then they will provide all employees and subcontractor's information required of all contractors and pay an administration fee for verification of workers' compensation insurance and proof of Borough's liability insurance. Any home improvement contractor who does not register as a contractor will not be allowed to perform any contracting work that is not included in the "home improvement" definition (i.e., commercial work).

**[1]**

Editor's Note: See 73 P.S. § 517.1 et seq.

**B.**

Each successful applicant shall be issued a permit or insurance verification certification for the calendar year. Every permitted contractor, while actually acting as a contractor in the Borough, shall carry said permit or insurance verification certification or a copy of the same with him and shall display it to the Code Enforcement Officer or his representatives upon demand to do so.

**C.**

All contractors' permits or insurance verification certification shall expire on December 31 each year unless the permit or insurance verification certification is revoked or suspended prior thereto under the terms of this article. Any contractor carrying on the business of contractor in the Borough must secure a permit or insurance verification certification under the terms of this article for each permit year during which he carries on such business.

**D.**

Beginning on January 1, 1995, and every year thereafter, the Borough of Sayre will operate a permitting program. If the contractor's permit or insurance verification certification expires, any requests for a new permit or insurance verification certification will be considered a new request and not a renewal.

**E.**

Any contractor or owner demolishing a structure will be required to inform the Code Enforcement Officer as to how the material is going to be disposed of, and the disposal must be in accordance with the Department of Environmental Protection regulations.

<b>Insurance Verification Forms</b>
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A contractor in Sayre Borough is required to have proof of the following to work in the Borough.

- 1.) For **Home Improvement work only** a certificate issued by the Commonwealth of Pennsylvania under the Home Improvement Consumer Protection Act and a Code Office Insurance Verification Document confirming compliance with the State Workers' Compensation Law and that the Contractor has \$500,000 in liability insurance as required by Borough ordinance; **OR**
- 2.) For **Home Improvements, additional work not included under Home Improvements, Home Construction and/or Commercial Work** a Sayre Contractor's Verification Document and/ or permit which confirms the contractor has compliance with the State Workers' Compensation Law and the Contractor has \$500,000 insurance as required by Borough ordinance.

**I am a contractor and understand I can perform all the following contractor activities stated in the Home Improvement Consumer Protection Act:**

(1) The term includes all of the following done in connection with land or a portion of the land adjacent to a private residence or a building or a portion of the building which is used or designed to be used as a private residence for which the total cash price of all work agreed upon between the contractor and owner is more than \$500:

(i) Repair, replacement, remodeling, demolition, removal, renovation, installation, alteration, conversion, modernization, improvement, rehabilitation or sandblasting.

(ii) Construction, replacement, installation or improvement of driveways, swimming pools, pool houses, porches, garages, roofs, siding, insulation, solar energy systems, security systems, flooring, patios, fences, gazebos, sheds, cabanas, landscaping of a type that is not excluded under paragraph (2)(vi), painting, doors and windows and waterproofing.

(iii) Without regard to affixation, the installation of central heating, air conditioning, storm windows or awnings.

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(2) As a contractor I can also perform the following activities:

(i) The construction of a new home.

(ii) The sale of goods or materials by a seller who neither arranges to nor performs, directly or indirectly, any work or labor in connection with the installation or application of the goods or materials.

(iii) The sale of services furnished for commercial or business use or for resale, if the service takes place somewhere other than at a private residence.

(iv) The sale of appliances, including stoves, refrigerators, freezers, room air conditioners and others which are designed for and are easily removable from the premises without material alteration.

(v) Any work performed without compensation by the owner of the owner's private residence or residential rental property.

(vi) Any work performed by a landscaper certified by the Department of Agriculture under the act of December 16, 1992 (P.L.1228, No.162), known as the Plant Pest Act, except to the extent that the work involves any of the following at a private residence:

(A) The construction, replacement, installation or improvement of buildings, driveways, swimming pools, porches, garages, roofs, siding, insulation, solar energy systems, security systems, flooring, patios, non-decorative fences, doors, lighting systems, concrete walkways and windows.

(B) The placement of retaining walls, fountains or drainage systems.

(vii) Emergency work pursuant to section 7 of the act of December 17, 1968 (P.L.1224, No.387), known as the Unfair Trade Practices and Consumer Protection Law.

(viii) The conversion of existing commercial structures into residential or noncommercial structures.

(3) All Commercial work

The Code Office charges each contractor an annual fee of \$125 as an administrative fee for insurance verification or, for the same price, a Sayre Borough Contractor Permit which includes the insurance verification which also allows the contractor to perform home construction and commercial work, which are not permitted under the State Home Improvement Certificate.

**I have read and understand the above information.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Owner or Representative Signature)