

**SAYRE BOROUGH OFFICE
OF CODE ENFORCEMENT**

110 W Packer Ave. Sayre, PA 18840
Office 570-888-4410 Fax 570-888-6598
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**DOCUMENT VERIFICATION FOR HOME IMPROVEMENT
CONTRACTORS ONLY**

Date _____ Bus. Phone # _____ Cell Phone # _____

Name of Contractor _____

Doing Business As (DBA) _____

PA State Registration # _____ Register on line at www.attorneygeneral.gov
(Home Improvement Contractors Only)

Name of Contact Person _____

Address _____ City, State, Zip _____

E-mail Address _____

Type of Work Performed _____

Drivers License Number of Owner/Contact Person _____ State _____

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

List Subcontractor's Names and Contact Information:

1. _____
2. _____
3. _____
4. _____

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)

**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).**

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 HOME IMPROVEMENT PROJECT(S) FOR WHICH I AM SEEKING A DOCUMENT VERIFICATION FOR CERTIFICATION TO PERFORM IN SAYRE BOROUGH.

After receipt of the permission to perform home improvement projects (only), I will notify the Code Enforcement Office and provide proof of Workers' Compensation coverage within three (3) working days if I employ any other person(s).

I understand that failure to comply will result in a stop work order being executed for the Home Improvement 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 HOME IMPROVEMENT PROJECT(S) FOR WHICH I AM SEEKING A DOCUMENT VERIFICATION CERTIFICATION TO PERFORM IN SAYRE BOROUGH. 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,[\[1\]](#) 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.

INSURANCE VERIFICATION FORMS

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.

For the **State Registered Home Improvement Contractor** the our annual administrative fee for insurance verification is **\$125**. This allows only for projects as listed in item (1) i, ii, and iii. SEE BELOW.

OR for the same **\$125** fee you can receive a **Sayre Borough Contractor Permit** which includes: the administrative fee for insurance verification and all home improvements work as described below. In addition, new-home construction and all commercial work are also included.

I am a Home Improvement Contractor only and agree to verify my Workers' Compensation Insurance for my employees, my subcontractors and myself. I also agree to verification of \$500,000 Liability Insurance as required under the Borough Ordinance adopted prior to January 1, 2006. I understand my home improvement construction activities are limited to the following:

(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.

NOTE: I UNDERSTAND I AM NOT PERMITTED TO PERFORM ANY COMMERCIAL WORK OR 'NEW HOME' CONSTRUCTION OR I WILL BE IN VIOLATION OF THE ORDINANCE.

I have read and understand the above information.

(Date)

(Owner or Representative Signature)