



CONTRACTOR REGISTRATION

All contractors doing construction or working in Kennett Township must be registered with the township.

Completed registration includes:

- Contractor Registration Form
- Copy of Business License
- Current COI or
- Workman's Compensation Exempt Form
- All applicable fees

All forms can be emailed to us as scanned documents only, no cellphone pictures of documents please, or mailed to:

Kennett Township/Attention Permits

801 Burrows Run Road,

Chadds Ford PA 19317

Please reach out to us with any questions:

permits@kennett.pa.us

610-388-1300 EXT 110



CONTRACTORS DOING WORK IN KENNETT TOWNSHIP

PLEASE READ

[What is a Kennett Township Contractor License?](#)

Kennett Township has no contractor "license", we have a contractor **registration**. At times the word "license" is mistakenly used by construction personnel when referring you to the township. Kennett Township requires that you have insurance and a federal ID #. Your business license can be from any state. If you are exempt from insurance, please keep reading.

[I am a contractor doing work in the township for a project that is already permitted, what do I need to do?](#)

Please fill out the attached applicable form (s) and return to us. If you are unsure of the project name or address, please contact us.

[I am a contractor who is submitting a permit application, do I need to fill out this form?](#)

No, everything we need is in your permit packet, this application is for contractors who:

- are subcontractors
- are starting work after initial construction has begun and who were not part of the main permit
- are replacing an original contractor or subcontractor

[am a contractor who is exempt from worker's compensation insurance, is there a form for me?](#)

Yes, please fill out the Worker's Compensation Insurance Coverage Information form and have it notarized.

[I am a homeowner who is doing the work myself, which form do I fill out?](#)

Please see above. The same form is required.

Kennett Township Contractor Registration Form



Kennett Township requires all contractors working within the township to file this form *and submit a certificate of insurance every year (per Ordinance #209)*

Cost of Registration: \$25 (jobs \$0-\$50,000) \$50 (jobs over \$50,000)

Insurance certificate shall name Kennett Township as certificate holder

LOCATION OF WORK BEING PERFORMED		

(#)	(Street Name)	
City : _____	PA	Zip Code: _____
Name of Property _____		
Owner: _____		
CONTRACTOR INFORMATION		
Contractor Name/DBA: _____		
Contractor Phone: _____		
Contractor Contact Name: _____		
Contractor Address-# & Street: _____		
City: _____	ST: _____	Zip: _____
Contractor Email: _____		
FED ID #: _____		
State of License: _____	TOTAL COST OF WORK: \$ _____	
Type of Contracting Business: _____		
<u>Insurance Information OR Certificate of insurance is required with this form.</u>		
Certificate Holder should be named as:		
Kennett Township 801 Burrows Run Road Chadds Ford PA 19317		

Signature of Applicant: _____	Printed Name of Applicant: _____
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Received by: _____ Date: _____

Workers' Compensation Insurance Coverage Information

****Form to be completed only if contractor has no Liability and Worker's Compensation insurance. Form must be notarized.**

If you are a contractor and have Liability and Worker's Compensation Insurance, please submit a copy of your certificate of insurance delineating both liability and worker's compensation coverage with this application. Kennett Township is to be named as certificate holder.

If you are a contractor who doesn't have Liability and Worker's Compensation Insurance, or an individual who is doing their own work, please complete this form and have it notarized.

Commonwealth of Pennsylvania

County of _____

I _____ affirm that I am not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

- Property owner performing own work.* If property owner does hire a contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. **Homeowner assumes liability for contractor compliance with this requirement.**
- Contractor with no employees.* **Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.**
- Religious exemption under the Workers' Compensation Law.*

Signature

Signed and sworn to (or affirmed) before me on

_____ day of _____, 20__

(Signature of Notary Public)

(Seal)