



# CITY OF PHILADELPHIA

DEPARTMENT OF LICENCES AND INSPECTIONS

CARLTON WILLIAMS, *Commissioner*  
RALPH DIPIETRO, *Deputy Commissioner*

February 17, 2015

**Subject: Contractor Licensure Requirements**

Dear Contractor,

Please be advised that recent legislation aimed at improving public safety has resulted in significant changes to your license.

The following changes will take effect on September 30, 2015:

- All workers directly performing permitted construction or demolition activities shall have completed an approved course of safety training which may include OSHA 10. (Philadelphia Code, Title 4, Subcode A, Section A-1001.4).
- All contractors licensed under Section 9-1004 of the Philadelphia Code must employ at least one supervisory employee who has completed an approved, extended course of safety training which may include OSHA 30, within the past 5 years. (Philadelphia Code, Section 9-1004(4)(c.1)).

Identification of supervisory employee and proof of training will be required as a condition for license issuance on all applications made after September 30, 2015 and for the renewal of all licenses set to expire on or after March 31, 2016. The contractor is required to continuously employ a supervisory employee who has completed an extended safety course within the past 5 years. This information is not required for the renewal of licenses set to expire on March 31, 2015.

As a reminder, all contractors' licenses are now issued annually. The attached invoice reflects a one-year renewal period. If the general liability insurance that we have on file for your company is set to expire before May 1, 2015, a current insurance certificate must be provided as a condition of renewal. If your invoice does not contain a series of numbers at the bottom of the page this indicates that your insurance is expired or is about to expire; therefore, you are required to submit a current insurance certificate with payment. Please see enclosed checklist for required format of insurance certificate.

You are strongly encouraged to review Title 9-1004, available at [www.phila.gov/li](http://www.phila.gov/li), for a complete list of current requirements for contractor licensing.

Sincerely,

Carlton Williams Sr.  
Commissioner