

Plumbing Contractor Licensing

Listed below is specific information our Office must have on file to pull a permit.

- A current certificate of insurance indicating general liability coverage of a minimum occurrence of \$300,000 and workers' compensation (the Borough of Kutztown must be shown as certificate holder). If a contractor does not have any employees and, therefore, does not carry workers' compensation, an affidavit (which has been completed by the contractor and notarized) must be submitted to this Office.

- The company's tax identification number on letterhead.

- The company's PA Home Improvement Contractor (HIC) license, if applicable.

- A current-year Borough of Kutztown master, residential or installer plumbing license.

1. To obtain a Borough of Kutztown master or residential plumbing license, please provide one of the following along with the applicable license fee:

- a. Photocopy of your valid master or residential plumbing license issued by any municipality in Berks County or a 3rd class city or larger in the Commonwealth of Pennsylvania.

- b. Proof of successful completion of International Code Council certification and proof of minimum of three years' experience as a journeyman.

- c. If you previously held a master or residential plumbing license with the Borough and your employer currently holds a master plumbing license, provide a letter by your employer certifying your employment and experience.

2. For domestic appliance installations, an installer plumbing license will be issued by our Office upon receipt of the person's name and applicable license fee.

3. A person holding a journeyman or apprentice plumbing license cannot pull a permit. Both types of plumbing licenses will only be issued under a current-year master or residential license. An apprentice license will be issued by our Office upon receipt of the person's name and applicable license fee. To obtain a Borough of Kutztown journeyman plumbing license, please provide one of the following along with the applicable license fee:

- a. Photocopy of your valid journeyman plumbing license issued by a 3rd class city or larger in the Commonwealth of Pennsylvania.
 - b. Proof of successful completion of International Code Council certification and proof of three years' experience or two years of technical training.
4. A contractor attempting to acquire a plumbing license must submit a completed application for license with their information.

Plumbing License Fees - A license is valid for a period of one year, which runs from January 1st through December 31st. In mid-November, this Office mails renewal notices to electrical contractors holding current licenses. The fee schedule below will serve as a list of common fees charged and may not be inclusive of all possible fees associated with a project. Please contact the Community Development Office for more information.

Master Commercial	\$25.00
Master Residential	\$25.00
Journeyman	\$10.00
Apprentice	\$10.00
Installer	\$20.00