

BOROUGH OF KUTZTOWN
 COMMUNITY DEVELOPMENT OFFICE
 324 WEST MAIN STREET - KUTZTOWN, PA 19530-1606
 Phone (610) 683-3290
 Fax (610) 683-3537
 www.kutztownboro.org

APPLICATION FOR 20__ LICENSE

DATE: _____

TRADE: _____

CONTRACTOR INFORMATION	
<u>COMPANY NAME:</u>	
<u>ADDRESS:</u>	
<u>PHONE #:</u>	
<u>CELL PHONE #:</u>	

LICENSE INFORMATION	
<u>TYPE OF LICENSE:</u>	
<u>CLASSIFICATION:</u>	
<u>LICENSE HOLDER:</u>	
<u>LICENSE FEE:</u>	\$

RENEWING YOUR KUTZTOWN LICENSE – Did you?

- Verify the above information is correct.
- Verify current Certificate of Insurance is on file with our office.
- Include your application(s) and payment.
- If payment is by check, license fees may be combined. Make check payable to “Borough of Kutztown”.
- If paying after February 15th, a **late fee** of \$10.00 per license is applicable.

FIRST TIME ACQUIRING A LICENSE WITH KUTZTOWN – Did you?

- Include copy of current license (*Electrician* - Master or Installer Electrical License issued by a 3rd class city or larger in Pennsylvania; *Plumber* - Master or Installer Plumbing License issued by any Berks County Municipality or a 3rd class city or larger in Pennsylvania)
- Include your application(s) and payment. One application per licensee, please.
- If payment is by check, license fees may be combined. Make check payable to “Borough of Kutztown”.
- Include current Certificate of Insurance (W/C and G/L) indicating the Borough of Kutztown as certificate holder.
- No employees? An endorsed, notarized affidavit must be included.
- Include Employer Identification Number.
- Include PA Home Improvement Contractor’s license number (residential).

LICENSE FEES:

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

PAYMENT INFORMATION -- FOR BOROUGH USE ONLY --					
cash	check number	credit card	amount received \$	received by	date received