



# City of Philadelphia

Department of Licenses and Inspections

Carlton Williams Sr., Commissioner  
Michael E. Fink, Deputy Commissioner  
Michael K. Maenner, Deputy Commissioner  
Indira C. Scott, Deputy Commissioner

November 29, 2013

Dear Sir/Madam:

Effective January 1, 2014, the following information must be submitted with all permit applications:

**Tax Clearance form from the Revenue Department for the contractor.**

Tax Clearance forms may be obtained on line at [www.phila.gov/Revenue](http://www.phila.gov/Revenue). Select "Tax Clearance" on the left side of the web page. Select "AMS Permits/License Issuance" from the drop-down box and enter your name and your EIN or SSN. Once printed, the Tax Clearance form is valid for thirty (30) days. The Tax Clearance Form must be in the same name as the license holder.

**A current, valid Certificate of Insurance for the Contractor.**

The Certificate of Insurance must indicate current coverage for comprehensive general liability, workers compensation and automobile liability. The comprehensive general liability (including products and completed operations) must evidence a minimum limit of liability of \$500,000 per occurrence. The Certificate of Insurance must describe the type of operations/work the contractor has coverage for, which must be consistent with the Contractor's permit application. The certificate must also include a contact name and phone number of the contractor's insurance broker or agent. The City of Philadelphia must be named Certificate Holder and Additional Insured under the contractor's comprehensive general liability insurance policy.

Note: It is not acceptable for the additional insured requirement to be conditional upon there being a written contract.

**Please be advised that permit applications will not be accepted without these documents.**

Sincerely,

Carlton Williams Sr.,  
Commissioner, Department of Licenses and Inspections.