



January 2012

To All Contractors Doing Business in Towanda Borough:

Thank you for your past participation in Towanda Borough's Contractor Registration program.

Towanda Borough will, for the foreseeable future, not require home improvement contractors to pay a registration fee. However, home improvement contractors will be required to register and to provide us with proof of registration with the State along with proof of worker's compensation insurance, if applicable and either a Comprehensive General Liability Insurance or Manufacturer's and Contractor's Liability Insurance with a single occurrence and aggregate limit of \$300,000 and Property Damage, Bodily Injury, Product Liability and Completed Operations insurance in the same amount.

Those of you who are new home builders or are doing commercial work or otherwise are not "home improvement contractors" as defined by the Act, will need to register with Towanda Borough as before. The cost of the registration is \$100. With this application, the insurance requirements are the same as mentioned above. Commercial work, for this purpose, shall include work on any commercial building, and/or any residential buildings containing more than two (2) dwelling units.

Applications for permits can be found on our website at www.towandaborough.org under the Bldg. & Property Maint. Codes link under "Forms". Contractor's Information and Applications can be found under Building & Property Maint. Codes link under "Contractor's Information".

Our offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. If you have any questions, please call 570-268-9201.

Helen L. Wilcox

Helen L. Wilcox
Building Code Enforcement Office

hlw

ADMINISTRATIVE OFFICE
724 Main Street • P.O. Box 229, Towanda, PA 18848
(570) 265-2696 • Fax: (570) 265-6722 • E-mail: towandaboro@comcast.net