

# HANOVER TOWNSHIP CODE ENFORCEMENT

1267 SANS SOUCI PARKWAY • HANOVER TOWNSHIP, PA 18706

*Code Enforcement Officer*  
(570) 825-1245

*Code Clerk*  
(570) 825-1247

*Plumbing Inspector*  
(570) 825-1246

*Electrical Inspector*  
(570) 825-1244

## REQUIRED FOR GENERAL/JOBGING CONTRACTOR LICENSE

- 1) Application to be filled out in its entirety.
  
- 2)
  - 2-A) Copy of insurance with Hanover Township named certificate holder
  - 2-B) Contractors name must be on certificate of insurance
  
- 3)
  - 3-A) Copy of Wilkes-Barre license
  - 3-B) If contractor does not have a Wilkes-Barre license, two letters of recommendation are required from two contractors on their letterhead.
  - 3-C) If applicant has a Wilkes-Barre contractors license Hanover Township honors their Wilkes-Barre license and waves the two letters of recommendation. Applicant must submit a copy of their Wilkes-Barre current license.
  
- 4)
  - 4-A) Act 44 to be filled out in its entirety.
  - 4-B) If contractor is self employed he must have his social security number.
  - 4-C) If contractor has employees he must have his federal ID number.
  - 4-D) Affidavit of exemption for contractors that are self-employed stating they have no employees working for them and if they should hire someone they will submit insurance with Workman's Compensation. Affidavit must be notarized.