

§ 462.2. Contractor's proof of insurance

- (1) Prior to issuing a building permit to a contractor, a municipality shall require the contractor to present proof of workers' compensation insurance or an affidavit that the contractor does not employ other individuals and is not required to carry workers' compensation insurance.
- (2) Every building permit issued by a municipality to a contractor shall clearly set forth the name and workers' compensation policy and the contractor's Federal or State Employer Identification Number. This information shall be in addition to any information required by municipal ordinance. If the building permit is issued to an applicant which affirms it is not obligated to maintain workers' compensation insurance under this act, the permit shall clearly set forth the contractor's Federal or State Employer Identification Number and the substance of the affirmation and that the applicant is not permitted to employ any individual to perform work pursuant to the building permit.
- (3) Every municipality issuing a building permit shall be named as a workers' compensation policy certificate holder of a contractor-issued building permit. This certificate shall be filed with the municipality's copy of the building permit. An insurer issuing a policy which names a municipality as a workers' compensation policy certificate holder pursuant to this section shall be required to notify that municipality of the expiration or cancellation of any such policy of insurance or policy certificate within three working days of such cancellation or expiration.
- (4) A municipality shall issue a stop-work order to a contractor who is performing work pursuant to a building permit, upon receiving actual notice that the contractor's workers' compensation insurance or State-approved self-insured status has been cancelled. Also, if the municipality receives actual notice that a permittee, having filed an affidavit of exemption from workers' compensation insurance, has hired persons to perform work pursuant to a building permit and does not maintain required workers' compensation insurance, the municipality shall issue a stop-work order. This order shall remain in effect until proper workers' compensation coverage is obtained for all work performed pursuant to the building permit.

**Workers' Compensation**

**AFFIDAVIT OF EXEMPTION**

The undersigned affirms that he/she is not required to provide workers compensation insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_ **Property owner performing own work.** If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

\_\_\_\_\_ **Contractor has no employees.** Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of workers' compensation insurance to the municipality.

\_\_\_\_\_ **Religious exemption under the Workers' Compensation Law.** All employees of contractor are exempt from workers compensation insurance (attach copies of religious exemption letters for all employees).

CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

COUNTY OF \_\_\_\_\_

TOWNSHIP OF \_\_\_\_\_

Subscribed, sworn to and acknowledged  
before me by the above \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

(SEAL) \_\_\_\_\_  
NOTARY PUBLIC