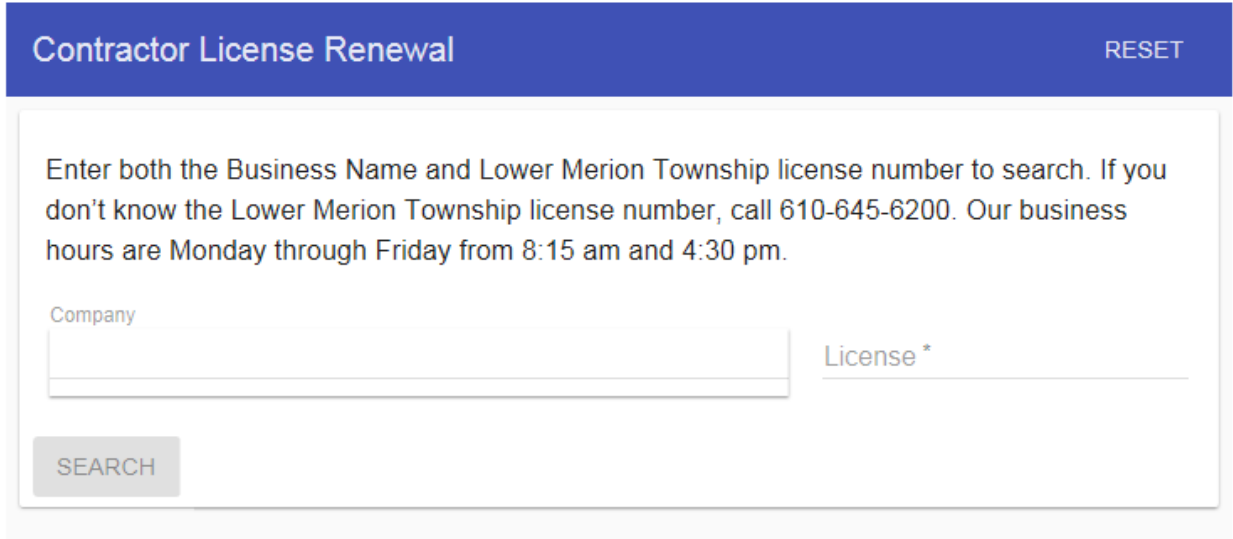


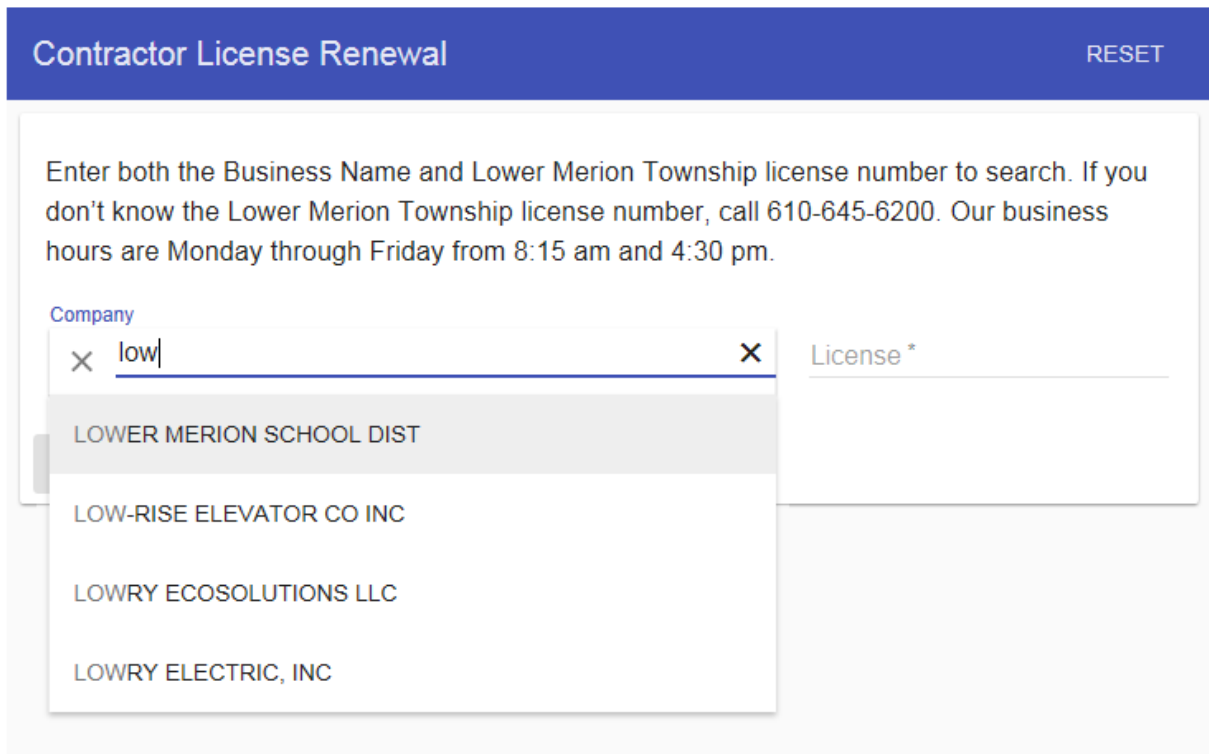
How to Submit Contractor License Renewal

<http://www.lowermerion.org/licrenewal>



The screenshot shows a web form titled "Contractor License Renewal" with a "RESET" link in the top right corner. The form contains a text box labeled "Company" and a text box labeled "License *". Below the "Company" text box is a "SEARCH" button. The form is set against a white background with a blue header bar.

Enter both the company/business name and the Lower Merion Township License number to begin.



This screenshot shows the same "Contractor License Renewal" form, but with a dropdown menu open under the "Company" text box. The dropdown menu lists four options: "LOWER MERION SCHOOL DIST", "LOW-RISE ELEVATOR CO INC", "LOWRY ECOSOLUTIONS LLC", and "LOWRY ELECTRIC, INC". The "Company" text box contains the text "low" and has a clear button (X) on the left. The "License *" text box is empty. The form has a blue header bar with "Contractor License Renewal" and "RESET" link.

As soon as you start typing the company/business name, there will be option to select your companies' name. Click on your Company's Name. Once the license number is entered click on the "Search" button.

The Lower Merion Township License number must match your company/business name in order to proceed.

Contractor License Renewal RESET

Business Name
LOWER MERION SCHOOL DIST

My address has changed

Business owner's name *
LOWER MERION SCHOOL DIST

Street Address *
301 E MONTGOMERY AVE

Apt #/Unity #

City *	State *	Zip Code *
ARDMORE	Pennsylvania	19003

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Business Phone # (xxx-xxx-xxxx) *	Cell Phone # (xxx-xxx-xxxx)
645-1980	


E-mail address *	HIC #
_____	_____

After your Company/Business information has loaded, review your address and contact information. Check "My address has changed" to update the name or address.

Please note address and contact information changes may take up to 2 business days for the system to update.






Attachments

Lower Merion Township requires all contractors to submit a Certificate of Insurance to Lower Merion Township. Certificate of Liability and Worker's Compensation insurance must name Lower Merion Township as the certificate holder. If the certificate is within 15 days of expiring, it will not be accepted.

 **UPLOAD DOCUMENT**

You can upload your Certificate of Liability and Worker's Compensation insurance as attachments by clicking on "Upload Document". Documents uploaded must be a PDF file. Please fill in the insurance company name and phone number when uploading Certificate of Liability and Worker's Compensation insurance.

Contractors

Type	Name	Fee:	
Master Plumber	[REDACTED]	\$50.00	
Chief Plant Electrician	[REDACTED]	\$50.00	
Master Heating & A/C (H	[REDACTED]	\$50.00	
Master Burglar Fire Alarm	[REDACTED]	\$50.00	
Fire Protection (sprinkler	[REDACTED]	\$50.00	

Total Renewal Fee: \$250.00

Click on the **Red X** to remove contractors you do not want to renew license for.

Add Contractor

Journeyman Plumber ame *

Journeyman HVAC

Journeyman B.F.A.

PROCEED TO CHECK OUT

You may add contractor as long as a Master from your business is already in our system.

Currently, new Master contractors will require a new application. The application can be found on our website: <http://www.lowermerion.org/permits>

PROCEED TO CHECK OUT

Click on “Proceed to Check Out” to be redirected to a third party credit card payment website to process your license renewal payment.

Thank you. Your payment has been submitted successfully!



Merchant Information

Lower Merion Township
75 E. Lancaster Avenue
Ardmore PA 19003
610-649-4000

[Contact Us](#)

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When you see this screen your payment has been submitted successfully.

Your contractors' license will be mailed out after your Certificate of Insurance has been verified.

If you did not upload your Certificate of Insurance in the renewal form, you may mail it or bring it in person to the following address: Lower Merion Township, Building and Planning Department, 75 E. Lancaster Avenue, Ardmore PA 19003. You may also have your insurance company email it to building@lowermerion.org or fax it to 610-649-9598.

If you have any questions you can contact the Building and Planning Department at 610-645-6200.