



Rain Check Contractor Document Checklist

Please email completed documents to Anna Shipp: anna@sbnphiladelphia.org

- Signed Contractor Agreement**
- Completed W-9**
- Current City of Philadelphia Commercial Activity License**
- PA Home Improvement Contractor Registration** (*does not apply to assessors)
- Certificates of Insurance** indicating the specific coverage requirements set forth in the Contractor Agreement – PHS and the City of Philadelphia must be named as Additional Insured/Certificate Holders for General Liability and Auto Policies

- **Pennsylvania Horticultural Society**

100 N. 20th Street
Philadelphia, PA 19103

- **City of Philadelphia**

Department of Licenses and Inspections
1401 J F Kennedy Blvd.
Philadelphia, PA 19102

Type of Insurance	Coverage Limits
General Liability (ea. occurrence)	\$ 1,000,000
Damage to Rented Premises	
Med Exp (Any one person)	\$ 5,000
Personal & ADV Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000
Products Comp/OP AGG	\$ 1,000,000
Automobile Liability (owned, non-owned, hired vehicles)	
Commercial Policy - Combined Single Limit (ea. accident)	\$ 500,000
OR	
Personal Policy	
Per Occurrence	\$ 250,000
Policy Limit	\$ 500,000
Property Damage	\$ 100,000
Worker's Compensation and Employers' Liability (incl sole proprietors)	
Worker's Compensation (statutory limits)	PA Statutory Limits
Employers' Liability (each accident/bodily injury by accident)	\$ 100,000
Employers' Liability (bodily injury by disease)	\$ 100,000
Employers' Liability (policy limit/bodily injury by disease)	\$ 500,000