



**pennsylvania**  
DEPARTMENT OF LABOR & INDUSTRY

**UNIFORM CONSTRUCTION CODE  
(UCC) CERTIFICATION  
THIRD PARTY AGENCY  
CERTIFICATION:  
INITIAL AND RENEWAL  
BOOKLET**

## GENERAL:

All third party agencies that perform any Uniform Construction Code (UCC) services in the Commonwealth of Pennsylvania must be certified by the Department of Labor and Industry before performing these services.

A third party agency can be either an incorporated code service entity or an individual, that performs code services, who is not an employee of either a municipality or the Commonwealth of Pennsylvania.

The Uniform Construction Code third party agency certification is valid for three (3) years from the date of issuance. Up to six (6) months prior to the expiration date listed on the Department issued certification, the holder can apply to the Department for re-certification. When a certification is renewed prior to the expiration date, three (3) years is added to the current expiration date.

Every certified agency must notify the Department (in writing) of the hiring of any new employees/agents as well as the dismissal of any employee/agent listed on the agency's current certification application. (This requirement applies only to employees or agents that administer or enforce any aspect of the Uniform Construction Code.) **This notice must be provided within sixty (60) days of the hiring or dismissal.** This notification can be faxed to (717) 705-0196, emailed to [UCCBOIS@pa.gov](mailto:UCCBOIS@pa.gov) or mailed to the address listed on the application.

Certified third party agencies are also required to notify the Department immediately of:

- A cancellation of its errors and omissions liability insurance.
- A failure or refusal to renew its errors and omissions liability insurance.
- Any change of insurance carrier, policy dates or coverage amounts.

Upon notice of loss or cancellation of insurance coverage, and without having received replacement insurance coverage, the Department will immediately initiate action to decertify the third party agency under the PA UCC Regulations, section §401.14 (relating to decertification or refusal to certify).

## CERTIFICATION REQUIREMENTS:

Whether seeking initial certification or certification renewal, the following must be submitted to the Department:

1. A completed copy of the Department's **UCC-19 APPLICATION FOR THIRD PARTY AGENCY CERTIFICATION**. See the last page of this booklet.
2. A check or money order made payable to the **Commonwealth of Pennsylvania** for the appropriate fee. For an up-to-date listing of fees, please see the Fee Schedule listed on our website ([www.dli.pa.gov/Individuals/Labor-Management-Relations/bois](http://www.dli.pa.gov/Individuals/Labor-Management-Relations/bois)) or contact our office for a copy of the Fee Schedule by email at [UCCBOIS@pa.gov](mailto:UCCBOIS@pa.gov), by telephone at 717-787-6085 or by fax at 717-705-0196.

3. A certificate of insurance or declaration page relating to professional or errors and omissions liability insurance. Note carefully the following three (3) points:
  - A. All third party agencies must carry professional or errors and omissions liability insurance in at least the amount of \$1 million, to satisfy claims or judgements for property damage or personal injury, or both, related to its employees' performance of construction code administration and enforcement activities.
  - B. The Department of Labor and Industry must be listed as the certificate holder (not as an additional insured) in the following manner:

PA Department of Labor & Industry  
BOIS-UCC Certification Unit  
651 Boas Street, Room 1606  
Harrisburg, PA 17121-0750
  - C. If the third party agency is an architectural or engineering firm, the certificate or declarations page must also contain a statement indicating that the professional liability or errors and omissions coverage extends to residential and/or commercial construction code enforcement services (plan reviews and inspections) performed by the firm.
4. A complete listing of the names and certification card numbers of all employees/agents who perform any aspect of UCC administration or enforcement for the agency. These names and credentials must be listed on the UCC-19 Application for Third Party Agency Certification or a page attached to this form (if additional space is needed).

**WHERE TO MAIL CERTIFICATION MATERIALS:**

Mail your completed application, fee and required insurance information to:

PA Department of Labor & Industry  
BOIS-UCC Certification Unit  
651 Boas Street, Room 1606  
Harrisburg, PA 17121-0750

**ADDITIONAL QUESTIONS:**

Should you have any questions regarding third party agency certification, please contact our office by calling 717-787-6085 or by emailing [UCCBOIS@pa.gov](mailto:UCCBOIS@pa.gov).

<b>FOR L&amp;I USE ONLY</b>
A#: _____
Date: _____

## APPLICATION FOR THIRD PARTY AGENCY UCC CERTIFICATION

**Please type or print neatly in ink.**

<b>Application Type</b>	Initial Certification <input type="checkbox"/> Renewal of Certification <input type="checkbox"/> If renewal, list current certification number: _____												
<b>Agency Information</b>	Name _____ Mailing Address _____ City _____ State _____ Zip Code _____ County _____ Telephone _____ Email _____ Fax _____ Owner, Corporate Officer or Manager Name: _____ Federal Employer Identification Number (FEIN): _____ If no FEIN, provide Social Security Number of owner: _____ Type of code services offered: Residential <input type="checkbox"/> Commercial <input type="checkbox"/>												
<b>Errors and Omissions/ Professional Insurance Documentation</b>	Proof of \$1 million professional or errors and omissions liability insurance pertaining to performance of construction code enforcement activities must be attached to this application. A certificate of insurance or a policy declaration page is acceptable. <b>The Department (with address information listed below) must be listed as the certificate holder.</b>  Insurance Carrier: _____ Policy Number: _____ Effective Date: _____ Expiration Date: _____												
<b>Employees Performing UCC Services</b>	Provide names of all agents or employees working for this agency and their UCC certification numbers. Attach an 8 1/2" x 11" sheet with additional names and numbers, if necessary.  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">Name</th> <th style="width: 30%; text-align: center;">Certification #</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Name	Certification #	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<b>Signature</b>	All information provided on this application is subject to the penalties of 18 Pa. CS §4904, relating to unsworn falsification to authorities.  <div style="display: flex; justify-content: space-between;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Signature of Owner/Corporate Officer/Manager</span> <span>Date</span> </div>												
<b>FOR L&amp;I USE ONLY</b>	Check #: _____ Amount \$: _____ Bates #: _____												

<b>Filing Requirements</b>	<p>Submit the application, proof of insurance and a check or money order for the appropriate fee, made payable to the <b>Commonwealth of Pennsylvania</b>, to:</p> <p>PA Department of Labor and Industry BOIS – UCC Certification Unit 651 Boas Street, Room 1606 Harrisburg, PA 17121-0750</p> <p><b>FEE SCHEDULE:</b> For an up-to-date listing of fees, please see the Fee Schedule listed on our website (<a href="http://www.dli.pa.gov/Individuals/Labor-Management-Relations/bois">www.dli.pa.gov/Individuals/Labor-Management-Relations/bois</a>) or contact our office for a copy of the Fee Schedule by email at <a href="mailto:UCCBOIS@pa.gov">UCCBOIS@pa.gov</a>, by telephone at 717-787-6085 or by fax at 717-705-0196.</p> <p>Please direct any questions regarding certification to 717-787-6085 or <a href="mailto:UCCBOIS@pa.gov">UCCBOIS@pa.gov</a>.</p>
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