

City of Philadelphia - Department of Licenses and Inspections

ELECTRICAL CONTRACTOR'S LICENSE INFORMATION SHEET

For further information on the application process, call 215-686-8686

An Electrical Contractor's License is required to do electrical work in Philadelphia. This includes low-voltage wiring.

Requirements to obtain an Electrical Contractor's License include:

- 1) License application
- 2) A non-refundable fee of \$60.00 which is applied towards the cost of the License.
- 3) A Philadelphia Business Income and Receipts Tax Number and a Commercial Activity License.
- 4) Proof of insurance in an amount determined by the Office of Risk Management in the following areas:
 - General Liability: **\$500,000 per occurrence**
 - Automobile Liability Insurance: **\$300,000.**
 - Workman's Compensation:
 - **\$100,000 per accident**
 - **\$100,000 per employee**
 - **\$500,000 policy limit**

*ALL INSURANCE MUST BE SUBMITTED ON A CERTIFICATE OF LIABILITY
INSURANCE: NO EXCEPTIONS.*

- 5) Proof of experience - must have the following experience:
 - a) A minimum of four years employment doing electrical work for a company licensed through a local or state jurisdiction.
 - b) Completion of two years of education in the electrical field is equal to one year practical experience. Education can substitute for up to two years of practical experience.

You must submit proof of experience in the form of one or more of the following

- Tax records reflecting employment by a licensed electrical contractor
 - Proof of licensure through a local or state jurisdiction.
- 6) Proof of successful completion of the Philadelphia Electrical Contractor Examination administered by the International Code Council (**must be submitted within 12 months of successful completion of the exam**).
 - 7) Proof of completion of at least eight hours of coursework in the current or later edition of NFPA 70. **You must complete these courses within the 12 month period preceding application.**
 - 8) Proof of employment - If you are not self-employed, submit a statement of current or prospective employment. This statement must be on a company letterhead and signed by the employer.
 - 9) A photo identification (2 in. x 2 in. color).