

City of Philadelphia - Department of Licenses and Inspections

ELECTRICAL INSPECTION AGENCY LICENSE INFORMATION SHEET

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

An Electrical Inspection Agency License is required to perform maintenance inspections on work done under electrical permits in the City. Electrical inspection agencies must employ licensed electrical inspectors to perform all inspections.

Requirements to obtain an Electrical Inspection Agency License include:

- 1) License application
- 2) A non-refundable fee of \$200.00 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: **\$1,000,000 per occurrence**
 - 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) Information about personnel as noted below:
 - a) Names and addresses of everyone with a financial, operational, legal, or beneficial interest in the company. At least one person must have a Philadelphia Electrical Inspector's License for a period of at least one year.
 - b) Provide full resumes of the principals. The resumes should show:
 - i) Experience reflecting competency in the full scope of work covered by L&I electrical permits.
 - ii) Satisfactory performance in conducting electrical inspections and performing electrical work.
 - c) List the electrical inspectors who will perform work for the agency within the City. The list should include their name, license number and work history.
- 6) Provide a quality control plan including the following:
 - Organizational structure of the company.
 - Initial training plan and on-going training initiatives.
 - Quality assurance program.
- 7) Provide a complete price rate schedule for all services.