



## Application for Electrical Contractor License

Complete and submit this application for a **NEW** Electrical Contractor License.

### PART A

#### Applicant / Business Information

- Provide the contact information for the applicant, business and corporation (if applicable).
- Provide license and tax account information.

**A**

Applicant Name: \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_  
 Applicant Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Business/Company Name (if different from applicant): \_\_\_\_\_  
 Business/Company Address: \_\_\_\_\_  
 Business/company email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Commercial Activity License #: \_\_\_\_\_ Philadelphia Business Income and Tax #: \_\_\_\_\_

Name all Pennsylvania corporations, including all limited liability corporations, in which the applicant has any equity interest, regardless of whether the applicant has a direct equity interest or applicant's equity interest is held through one or more tiers of a corporate structure, such as parent-subsidary structure.

Name of Pennsylvania Corporation	Title	Home Address (include City, State, Zip Code)

### PART B

#### Supplemental Information

##### • Insurance amounts:

- *General Liability:* \$500,000 per occurrence
- *Auto:* \$300,000
- *Workman's compensation:*
  - \$100,000 per accident
  - \$100,000 per employee
  - \$500,000 policy limit

**NOTE:** The City of Philadelphia must be named as the certificate holder on an ACCORD form.

**B**

#### Verify the following information:

- An active certificate of insurance with the minimum insurance amounts is provided:  Yes
- All City of Philadelphia taxes, charges and fees are current:  Yes
- Successful completion of the Philadelphia Electrical Contractor Examination administered by the International Code Council within 12 months from the submission of this application:  Yes
- Completion of at least eight hours of coursework in the current or later edition of **NFPA 70** within 12 months from the submission of this application:  Yes
- A minimum of four years of employment doing electrical work for a company licensed through a local or state jurisdiction (complete the table on next page):  Yes
- 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. One or more of the following is provided showing proof of experience:
  - Tax records reflecting employment by a licensed electrical contractor:  Yes
  - Proof of licensure through a local or state jurisdiction:  Yes
- If you are not self-employed, a statement of current or prospective employment on the company letterhead and signed by the employer is provided with this application:  Yes
- Photo identification (2 in. x 2 in., color) is provided with this application:  Yes

#### Work Experience (use additional sheets if necessary):

Name of Employer: \_\_\_\_\_ Kind of Business: \_\_\_\_\_

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Describe your duties and responsibilities (*list name and title of immediate supervisor, contact telephone number, and/or reference letter*):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**PART C**  
**Limits and Conditions**



- Electrical contractors and subcontractors (including individuals and business entities) must have valid licenses. All subcontractors working under a permit must be submitted to the Department.
- Electrical contractors cannot sell or transfer their license or permit to another person.
- Electrical contractors must provide accurate information on any license or permit application with the Department.
- Electrical contractors must get all required permits for construction work and comply with approved permit documents.
- Electrical contractors must maintain information at each job site as required by The Philadelphia Code.
- Electrical Contractor's must display their Electrical Contractor license number on any advertisements, stationery, places of business, job sites, proposals, and vehicles displaying the business name.
- Electrical contractors must maintain complete financial and construction records (including plans) for each job performed, for two years after the completion of the job.
- Electrical contractors must follow all provisions of The Philadelphia Code.

**Declaration and Signature**

*I, the applicant, will comply with all laws, rules, and regulations of the Commonwealth. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein, I am subject to the possible revocation of any licenses issued as a result of my false application, and such penalties as may be prescribed by law or ordinance.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_