

BUILDING AND ZONING DEPARTMENT
300 south 7th street Room 304,
Springfield, Illinois 62701 Phone: 217-789-2171

**THIS APPLICATION MUST BE RECEIVED AT THE OFFICE OF BUILDING AND ZONING (ROOM 304 MUNICIPAL CENTER WEST)
 BY 4:30 PM TWO DAYS PRIOR TO THE NEXT SCHEDULED ELECTRICAL COMMISSION MEETING TO BE CONSIDERED AT
 THAT MEETING.**

Application for New Registrations

Electrical Application for the Year of _____

- ☐ Registered Electrical Contractor with Out of Town License, complete entire application.
- ☐ Registered Electrical Contractor with Springfield License, complete items 1 - 3, 6, 7 & 9 only.

1. Registered Electrical Contractor

Name of Business: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

2. Electrical License

Name of Person Licensed: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Relationship with Contractor: _____

Email _____ Owner, Partner, Officer, (Pres. Sec.)

3. Proof of Licensee's Position

- ***Attach documents supporting licensee's position within the organization***

If Incorporated, provide Articles of Incorporation or Corporate Minutes

If LLC, provide Articles of Organization

If DBA (sole proprietorship), provide proof of registration with Sangamon County

4. Out of Town License (Required to be licensed from Illinois municipality)

Enter City: _____ Phone # for City: _____

- ***Attach a copy of your current license. Must provide evidence that license was issued prior to October 10, 2007 and has not been allowed to expire since. If license obtained after October 10, 2007 it will be required that ICC Master Electrician Exam (G16) be taken.***
- ***Attach past permits pulled to show electrical work was performed within the jurisdiction in which the license was issued***
- ***A contractor who runs his or her business as an out of state corporation must register the out of state corporation with the Illinois Secretary of State so that it may conduct business in the State of Illinois.***

5. Verification of Testing

Was test taken to obtain Out of Town License: ____ Yes ____ No

- ***Attach proof that test was passed***

6. Bond

- ***Attach \$5,000 Surety Bond***

In its Original form

In favor of the City of Springfield, Illinois

Issued in your business name

It shall run from January 1 to December 31. It is acceptable for the bond to be dated beyond December 31.

Insurance Agency: _____

Address of Agency: _____

City, State, Zip: _____

Telephone Number: _____

7. Fee - (Check one only)

_____ Registered Electrical Contractor with Springfield License \$ 45.00

_____ Registered Electrical Contractor with Out-of-Town License \$ 45.00

8. Verification of Work Experience

IMPORTANT: SHOW MINIMUM QUALIFICATIONS OF 5 YEARS EXPERIENCE WITH 2 YEARS SUPERVISORY.

Unless complete address of employer is given, it is impossible to properly process your application and will cause delay.	DATES EMPLOYED			TYPE OF ELECTRICAL WORK
	FROM MO/YR	TO MO/YR	# YEARS SUPERVISORY	Conduit, Panels, Service, Motors, Etc.
COMPANY NAME: ADDRESS: CONTACT PERSON: PHONE NUMBER:				
COMPANY NAME: ADDRESS: CONTACT PERSON: PHONE NUMBER:				

ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE TYPE OF WORK

Provide documentation of the applicant's electrical work experience. Documentation **must** show 5 years of performing electrical work with 2 years of that work being supervisory.

- ***Attach resume with reference letters to support required experience***

9. Proof of Liability Insurance

Insurance Company: _____

Policy Number: _____

please attach copy of policy

I, the undersigned, hereby certify and affirm, under penalty of perjury, that the above information is true and accurate. I hereby authorize the Commission and/or any City personnel to inquire into any of the above information.

Signed: _____ Date: _____
Applicant's Signature

Company Email Address _____

(Chapter 172). Ordinance can be found at www.municode.com. If you do not have access to the internet, you may call the Department of Building and Zoning at 217-789-2171 to obtain a copy of the electrical ordinance.

Below are check lists to help insure application is complete:

Applying for registration with Out of Town license:

- ___ Application filled out properly
- ___ Documentation on licensee's position
- ___ Current copy of Out of Town license
- ___ Permits from where licensed
- ___ Proof that test was passed
- ___ Surety Bond properly dated
- ___ Documentation on experience
- ___ Liability Insurance Policy
- ___ Fee

Applying for registration with Springfield license:

- ___ Application filled out properly
- ___ Documentation on licensee's position
- ___ Surety Bond properly dated
- ___ Liability Insurance Policy
- ___ Fee