

BUILDING AND ZONING DEPARTMENT
Room 304, Municipal Center West
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: _____

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 that License was obtained within the State of Illinois)

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 be taken.***
- ***Attach past permits pulled to show electrical work was performed within the jurisdiction in which the license was issued***

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

I, the undersigned, certify that the above information is accurate to the best of my knowledge and I hereby authorize the Commission and/or City Personnel to inquire into any of the above information.

Company: _____

Owner/Authorized Officer: _____ Date: _____

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:				
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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***

I, the undersigned, certify that the above information is accurate to the best of my knowledge and I hereby authorize the Commission and/or City Personnel to inquire into any of the above information.

Signed: _____ Date: _____
Applicant's Signature

9. **I, the undersigned, certify that I have read and understand the Springfield Electrical Ordinance (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.**

Signed: _____ Date: _____
Applicant's Signature

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
(Proof license issued prior to Oct. 10, 2007 and has not expired since)
- ___ Permits from where licensed
- ___ Proof that test was passed
- ___ Surety Bond properly dated
- ___ Documentation on experience
- ___ Fee

Applying for registration with Springfield license:

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