



New York City Department of Buildings

## How to Become a New York City LICENSED ELECTRICIAN

- STEP ONE:** Compile the documentation required to prove you are qualified to become a licensed electrician, listed in **Checklist “A”**. Electrical license applicants must meet all qualifications in accordance with section 27–3010 of the Administrative Code.
- STEP TWO:** Compile the documents required to prove you have established an electrical business in the City of New York, listed in **Checklist “B” OR “C”**.
- STEP THREE:** Make an appointment with the Licensing Unit to review the required documents by calling (212) 566-4100. After the Licensing Unit has reviewed qualifications, staff will schedule an appearance for the applicant before the Electrical License Board, which will make the final determination on whether an applicant is qualified.
- STEP FOUR:** After you receive notice that your application has been approved by the Board, make an appointment at the Licensing Unit to pick up your license.

**Fees to be paid when license is issued - New License: \$310.00 Seal: \$50.00**

<b>Checklist A – To Qualify for an Original License</b>	<b>Checklist B – To establish a Corporation</b>	<b>Checklist C – To establish a Sole Proprietorship/ Partnership</b>
1. Exam Score from DCAS exam showing a passing result	1. LIC-33 Business Address Verification form	1. LIC-33 Business Address Verification form
2. 1 Passport Photo	2. Certificates of Insurance *	2. Certificates of Insurance *
3. Completed License Application. The application must confirm that you have at least 7 ½ years experience immediately prior to the application date, working as a journeyman electrician on the installation, alteration, and repair of wiring and appliances for light, heat, and power in, or on, buildings.	3. A copy of the original filing receipt from the New York State Department of State.	3. An original business certificate from the office of the County Clerk in which the business is located.
4. Official itemized Statement of Earnings from the Social Security Administration (SSA) indicating your earnings record for a minimum of 10 years up to the application date.	4. If there is more than one licensee, a letter designating one master electrician as the responsible representative of the firm. (§27-3013 (a)(1) NYC Electrical Code)	4. If there is more than one licensee, a letter designating one master electrician as the responsible representative of the firm. (§27-3013 (a)(1) NYC Electrical Code)
5. Copies of W2 forms for any years and employers not listed on the SSA Statement of Earnings, but that are included on your application.	5. A notarized transcript of the minutes of the board of directors meeting indicating names, titles and home addresses for all officers of the corporation elected at the meeting. You must be listed as one of the officers of the corporation.	
6. Letter from each employer listed on the license application, signed by the licensed electrician, verifying your employment dates and that you were working for the firm, under his/her supervision, as a journeyman electrician in the installation, alteration and repair of wiring and appliances for electric light, heat and power in or on buildings.  <b>The raised seal of the licensee for each firm must also be on the letter.</b>	6. A certified copy of the Certificate of Incorporation for the corporation. (A generalized (non-specific) purpose clause in the certificate of incorporation will be rejected by the License Board. To comply with the requirements of the electrical code, the purpose clause should include the following language: “this corporation is formed to do electrical work, bid on electrical contracts, and perform such other functions as may be ancillary to an electrical contracting business.”)	



<p>7. Official school transcripts from any college or university from which you graduated with a Master’s Degree or Bachelor of Science in electrical engineering OR attended courses toward same.</p>		
<p>8. Official school transcripts from any recognized vocational, industrial or trade school from which applicant graduated or attended courses in electrical wiring, installation and design, or applied electricity and passed all courses in those subjects.</p>		

\* See [Guidelines For Licensees on Keeping Insurance Current](#).