

All changes to Electrical Licenses must be submitted either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), **drop-off**, or **by appointment** to:

NYC Department of Buildings
ATTN: Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007

NOTE: Drop-off is between 9:00 am and 1:30 pm. To schedule an appointment, email your appointment request to LicensingAppointments@buildings.nyc.gov.

Depending on the license change being made, an appointment and Electrical Board approval may be required.

BUSINESS CHANGE

When making a change to your business, you **must** submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), **drop-off**, or by **appointment** to:

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Drop-off is between 9:00 am and 1:30 pm. To schedule an appointment, email your appointment request to LicensingAppointments@buildings.nyc.gov.

When the Change is to the Name of the Business (EIN# not changing)

- Completed **LIC38** application
- **LIC34**, if applicable
- one (1) 2x2 passport size photograph
- a copy of the original filing receipt certified by the State (for Corporations/LLCs)
- a certified copy of the filing receipt with the amended business name (must have Electric/Electrical in the firm name)
- a copy of the Certificate of Amendment certified by the New York State Department of State
- a notarized transcript of the minutes of the Board of Directors meeting indicating the names, titles, and home addresses for all officers of the corporation elected at the meeting; the applicant **must** be listed as one of the officers of the corporation
- **Insurance Certificates** in the new business name
- a phone bill with the current business name (if the phone service provides a non-traditional landline service, you will need to provide a utility bill (water, electricity, or gas), or a signed and notarized lease/rental agreement in the business name stating all utilities are covered as part of the agreement)
- proof of all inspection and filing fees being paid in full
- violations associated with the former firm must be cleared

- if there is more than one licensee at the firm, a notarized letter designating one master electrician as the responsible representative of the firm must be submitted.

**Minutes must contain the Name, Address and titles of all partners*

***Licensee must be designated as an officer and licensee of the firm*

****If there is more than one licensee at the firm one licensee must be designated as the **Responsible Representative**; this must be submitted on company letterhead and notarized by the licensee*

When Changing Over to a New Business (Corporations/LLCs)

- completed **LIC38** application
- **LIC34**, if applicable
- one (1) 2x2 passport size photograph
- **LIC33** Business Address Verification Form (this **must** be sent in first)
- a copy of the filing receipt certified by State (**must** have Electric/Electrical in the firm name)
- a copy of the Certificate of Incorporation certified by the State (corporations)

NOTE: Must include the all-purpose clause stating: 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.

- A copy of the Articles of Organization certified by the State (LLCs)
NOTE: Must include the all-purpose clause stating: This Company is formed to do Electrical work, bid on Electrical contracts, and perform such other functions as may be ancillary to an Electrical contracting business.
- a notarized transcript of the minutes of the Board of Directors meeting indicating the names, titles, and home addresses for all officers of the corporation elected at the meeting. The applicant must be listed as one of the officers of the corporation
- **Insurance Certificates** in the new business name
- a phone bill with the current business name (if the phone service provides a non-traditional landline service, you will need to provide a utility bill (water, electricity, or gas), or a signed and notarized lease/rental agreement in the business name stating all utilities are covered as part of the agreement)
- proof of all inspections and filing fees being paid in full
- a notarized letter from the owner of the old firm stating the disposition of the old firm
- a notarized letter from the president of the previous firm stating there are no liens, lawsuits or bankruptcy proceedings against the firm
- if there will be more than one licensee at the firm, a notarized letter designating one Master Electrician as the responsible representative of the firm **must** be submitted
- if there are open jobs at the previous firm, a notarized letter from a licensee within that firm must state they will take responsibility for those open jobs, or a notarized letter from the licensee stating they wish to take the open jobs with them; **violations cannot be transferred to the new firm; they must either be closed or accepted by a licensee at the old firm**

* Minutes must contain the name, address and titles of all partners.

** Licensee must be designated as an officer and licensee of the firm.

*** If there is more than one licensee at the firm one licensee must be designated as the **Responsible Representative**; this must be submitted on a company letter head and notarized by the licensee.

When the Change is for a Sole Proprietorship/Partnership

- completed **LIC38** application
- **LIC34**, if application
- one (1) 2x2 passport size photograph
- **LIC33** Business Address Verification Form (this **must** be sent in first)
- the original Business Certificate from the office of the County Clerk in which the business is located
- a receipt showing that all filing and inspection fees are paid
- a notarized letter from the owner of the firm stating the disposition of the old firm
- a notarized letter from the president of the previous firm stating that there are no liens, lawsuits or bankruptcy proceedings against the firm
- if there are open jobs at the previous firm, a notarized letter from a licensee within that firm must state they will take responsibility for those open jobs, or a notarized letter from the licensee stating that they wish to take the open jobs with them; **violations cannot be transferred to the new firm; they must either be closed or accepted by a licensee at the old firm**
- if there will be more than one licensee at the firm, a notarized letter designating one Master Electrician as the responsible representative of the firm **must** be submitted.

Subject to Electrical Board Approval

SHELVING OR RETIRING

If you are shelving or retiring your Electrical License you must take the following steps:

- verify the amount of open jobs associated with the license
- close and transfer all open jobs under the license; you will only be able to transfer open jobs to another licensee within the same firm
- you must submit a typed, notarized letter sealed with your electrical seal requesting the shelving, or retiring of the electrical license
- you must submit a typed, notarized letter sealed with your electrical seal stating the disposition of your old firm
- surrender the Department-issued license and seal and wait for board approval of the surrender.

Shelving an Electrical License does not require an appointment.

UNSHELVING YOUR LICENSE

To unshelve your license, you submit the following **by appointment only**:

- one (1) passport size photograph
- **LIC38** application
- **LIC34**, if applicable
- **Insurance Certificates**
- **LIC33** Business Address Verification Form
- proof of involvement in the electrical industry during the period the license was shelved; this includes employment letters signed and sealed by the licensee of each business or company and W-2s
- the proper business documents, as listed above, for the type of business you wish to associate with your license
- if there is more than one licensee, a letter designating one Master Electrician as the responsible representative of the firm (d27-3013 (2)(4) NYC Electrical Code).

CHANGES TO PARTNERS OR OFFICERS

To change the partner or officer information associated with your Master Electrician license you must submit:

- completed **LIC38** application
- updated minutes reflecting the election of new officers.

Changes to Partners/Officers does not require an appointment or Electrical Board approval

CHANGING FROM A SPECIAL TO A MASTER ELECTRICIAN

In order to change from a Special Electrician to a Master Electrician you **must** apply as a new candidate. See our **How to Become a Master Electrician** guide for more information. If you were previously a licensed Master Electrician and are currently a Special Electrician, then you **must** submit the appropriate documentation outlined above for Electrical Board approval.

BUSINESS ADDRESS CHANGE

When making a business address change, you **must** first submit a **LIC33** application (address must be approved before moving to new location) to the Department. Once the Department approves the address, you must submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

NYC Department of Buildings
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- **LIC38** application (and **LIC34** if applicable)
- **Insurance Certificates** with new address

- original telephone bill with business name, telephone number, and address
NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address
- \$50.00 Reissuance fee
Changes to a business address does not require an appointment or Electrical Board approval

BUSINESS TELEPHONE NUMBER

When making a business telephone number change, you must submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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280 Broadway, 1st Floor
New York, NY 10007

- completed **LIC38** application (and **LIC34** if applicable)
- original telephone bill with business name, telephone number and address
NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address
- notarized letter requesting the change.
Changes to a business telephone number does not require an appointment or Electrical Board approval

REPLACEMENT SEAL

To replace your Electrical seal, you **must** submit the following documentation either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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- **LIC38** application;
- (1) 2x2 passport size photograph;
- If the seal is lost or stolen, you **must** submit a police report stating this.
- If the seal is damaged or defective you must return the original seal to the Licensing & Exams Unit. You will be given a temporary seal letter to use until the new seal is ready to be picked up. The original plate will be submitted when picking up the new plate.
- Replacement seal - \$50.00.

*NOTE: **Drop-off is between 9:00 am and 1:30 pm.** Once your submission is approved, you will then make an appointment to appear to receive your seal.*

SUBMITTING DOCUMENTS

All documentation **must** be submitted either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off between 9:00 am and 1:30 pm** to:

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Licensing & Exams Unit office hours are 9:00 am - 1:30 pm Monday through Friday, except holidays.