

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

BUSINESS CHANGE

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

- 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*)

- Business Address Verification Form (now submitted via DOB NOW)
- 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, 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

- 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.

NOTE: 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.

NOTE: Shelving an Electrical License does not require an appointment.

UNSHELVING YOUR LICENSE

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

- **Insurance Certificates**
- Business Address Verification Form (*now submitted via DOB NOW*)
- 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 via DOB NOW: *Licensing*:

- updated minutes reflecting the election of new officers.

NOTE: Changes to Partners/Officers do not require an appointment or Electrical Board approval.

CHANGING FROM A SPECIAL TO A MASTER ELECTRICIAN

To change from a Special Electrician to a Master Electrician you **must** apply as a new candidate. See our **Obtain a: Master & Special Electrician License** 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 Business Address Verification Form, now submitted via DOB NOW (address must be approved before moving to new location) to the Department. Once the Department approves the address, you must submit the following via DOB NOW:

- **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.

NOTE: Changes to a business address do not require an appointment or Electrical Board approval.

BUSINESS TELEPHONE NUMBER CHANGE

When making a business telephone number change, you must submit the following via DOB NOW:

- original telephone bill with business name, telephone number and address; cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address

NOTE: Changes to Business Telephone Number do not require an appointment or Electrical Board approval.

REPLACEMENT SEAL

To replace your Electrical seal, you must submit the following documentation via DOB NOW:

- if the seal is lost or stolen, you must submit a police report stating this (*refer them to the lost affidavit*)
- if the seal is damaged or defective you must submit a notarized letter (including your name/license #) requesting a new seal. Via an appointment, you may 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
- Replacement Seal – \$50.00.

Once your submission is approved, you will then make an appointment to appear to receive your seal.