

License Application (LIC38): Instructions for Master / Special Electricians

Electrician License transactions must be completed in person Monday through Friday from 9:00am to 12:45pm at:

NYC Department of Buildings
Licensing Unit
280 Broadway, 6th Floor
New York, NY 10007
Tel. (212) 393-2259

ORIGINAL (NEW) APPLICANTS

Original applicants must meet the qualifications for licensure prior to applying for the Exam. Once all qualifications are met, applicants must take and pass a written and practical exam. After passing the examinations and the background investigation, the applicant will receive an approval letter indicating what the next steps in the process are. Original applicants must make an appointment with the Licensing Unit prior to appearing to submit documentation. Applicants who have not yet passed the exams or background investigation must follow instructions in the [How to Apply Guide](#) on our website.

Additional information can be found on our website at: [Exams and Qualifications](#)

RENEWAL APPLICANTS

All renewal applicants must renew their license annually, prior to the expiration date. To avoid a late fee, renewal applications must be submitted 30-60 days before the expiration date of your license. The expiration date is indicated on your license card. Any renewal applications (LIC38) submitted after the expiration date is subject to late fees and Board approval. Any application submitted after 90 days will not be accepted and the applicant must reapply for a new license including retaking the examinations. Renewal applicants must submit the below documents in person:

- Completed typed license application ([LIC38](#))
- Completed typed [LIC34](#) License affidavit (if applicable)
- One (1) 2x2 current passport photograph
- The responsible representative of the firm must fill out section 5 of the application.
- Insurances (if expired)
- All licensees must submit their current license card
- Driver's license
- Renewal fee

SOCIAL SECURITY INFORMATION FOR ORIGINAL AND RENEWAL APPLICANTS:

- In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for licenses/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission, but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666(a)), and Section 5 of the NYS Tax Law.

BUSINESS INFORMATION

All firms, partnerships, or corporations, must have "Electric or Electrical" included as part of the official name. A generalized (non-specific) purpose clause in the certified of incorporation will be rejected by the license board. To comply with the requirements of the electrical code, the purpose clause should start with a statement that states the following; "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.

BUSINESS ADDRESS:

All electrician license holders must have a business address that meets the zoning requirements of the city of New York. Before a license is issued you must have your business address verified and approved. Submit the [LIC33](#) form by mail or fax to the Licensing Unit – 280 Broadway, 6th floor, NYC 10007. Fax (646) 500-6249.

INSURANCE REQUIREMENTS:

All licensees must submit insurance certificates for general liability, worker's compensation and disability. If you do not have Worker's Compensation/Disability coverage you must submit a waiver from the Workman's Compensation Board. Forms can be obtained from the WCB website <http://www.wcb.state.ny.us> or by calling (800) 877-1373. Please read our "[Insurance Guidelines](#)" posted on our website for additional information.

ESTABLISHING A BUSINESS OR CHANGING BUSINESS INFORMATION:

Original/Changes when business affiliation is a CORPORATION must provide the following:

- All Filing and inspection fees for the current firm must be paid in full prior to appearing before the License Board.
- A notarized letter signed by the president of the current firm, stating that there are no liens, litigation, lawsuits, or bankruptcy proceeding against the firm.
- A notarized letter signed by the president of the current firm, stating the disposition of firm.
- A notarized letter signed by the licensee stating who will be the responsible licensee for all existing applications, removal of violations, and payment fees.
- If the applicant will not be responsible for all applications, the removal of violations, and payments of fees for the current firm the applicant must submit a notarized letter signed by the licensee who will be responsible stating that the person agrees to accept that responsibility.
- Copy of Certificate of Incorporation, certified by NY Dept. of State
- Copy of Filing Receipt or Certificate of Good Standing
- A notarized transcript of the minutes stating the elected officers with a statement designating the applicant as the licensee for the Corp. The transcript must be signed by an officer of the Corp.
- Licensee must be an officer in the Corporation

Original/Changes when business affiliation is a LIMITED LIABILITY CORPORATION (LLC) must provide the following:

- All Filing and inspection fees for the current firm must be paid in full prior to appearing before the License Board.
- A notarized letter signed by the president of the current firm, stating that there are no liens, litigation, lawsuits, or bankruptcy proceeding against the firm.
- A notarized letter signed by the president of the current firm, stating the disposition of firm.
- A notarized letter signed by the licensee stating who will be the responsible licensee for all existing applications, removal of violations, and payment fees.
- If the applicant will not be responsible for all applications, the removal of violations, and payments of fees for the current firm the applicant must submit a notarized letter signed by the licensee who will be responsible stating that the person agrees to accept that responsibility.
- Copy of Filing Receipt or Certificate of Good Standing
- Copy of Articles of Organization
- A notarized transcript of the minutes stating the elected officers/members with a statement designating the applicant as the licensee for the LLC. The transcript must be signed by an officer of the LLC.
- Licensee must be an officer/member in the LLC

Original/Changes when business affiliation is a PARTNERSHIP must provide the following:

- All Filing and inspection fees for the current firm must be paid in full prior to appearing before the License Board.
- A notarized letter signed by the president of the current firm, stating that there are no liens, litigation, lawsuits, or bankruptcy proceeding against the firm.
- A notarized letter signed by the president of the current firm, stating the disposition of firm.
- A notarized letter signed by the licensee stating who will be the responsible licensee for all existing applications, removal of violations, and payment fees.
- If the applicant will not be responsible for all applications, the removal of violations, and payments of fees for the current firm the applicant must submit a notarized letter signed by the licensee who will be responsible stating that the person agrees to accept that responsibility.
- Certificate of partnership

Original/Changes when applying as an INDIVIDUAL with a business name (Sole-Proprietor) must provide:

- All Filing and inspection fees for the current firm must be paid in full prior to appearing before the License Board.
- A notarized letter signed by the president of the current firm, stating that there are no liens, litigation, lawsuits, or bankruptcy proceeding against the firm.
- A notarized letter signed by the president of the current firm, stating the disposition of firm.
- A notarized letter signed by the licensee stating who will be the responsible licensee for all existing applications, removal of violations, and payment fees.
- If the applicant will not be responsible for all applications, the removal of violations, and payments of fees for the current firm the applicant must submit a notarized letter signed by the licensee who will be responsible stating that the person agrees to accept that responsibility.
- Copy of business certificate from the county clerk

License Fees

License Type	Original Fee	Renewal Fee	Seal Renewal Fee	Late Renewal Fee	Reissue Fee
Master/Special Electrician	\$310	\$60	\$30	\$400	\$50

1. Application Type

- Select transaction type: Original, Renewal, Reissue or Change.

2. License Type

- Type an (X) in the appropriate box to indicate whether you are applying for a Master or Special Electrician.

3. License Number

- For renewal applicants type your license number; original applicants leave this section blank.

4. Application Information

- The applicant must provide a complete set of information in this section. Provide last name, first name, middle initial, social security number, date of birth, home address, home telephone number, city, state, zip code and driver license information.

5. Responsible Representative

- This section must be completed by the licensee and there can be only one (1) responsible representative per company.

6. Business Information

- Complete this section if:
 - You are employed by or associated with a business.
 - You are an officer of a business.
- Office address is required.
- Firm Number is required.
- The office and shop location for the above licensees must comply with all requirements established in the NYC Zoning Resolution.
- If you are establishing a new business or changing the address of your business, the address must be approved by the Department of Buildings. Please submit the [LIC33](#) address verification form. Be sure to provide a telephone number and/or email address where you can be notified of the results.

7. License Use

- Type and (X) in the appropriate box to indicate if you will use your license as an individual, on behalf of a corporation, on behalf of a partnership or as a trade.

8. Partner or Officer Information

- Complete this section if you have filled out the Business Information Section (6).
- Provide the name, address, telephone number, license number (if any), percent owned by each partner or officer and the title of each partner or officer.

9. Convictions and Fines

- Type an (X) in the appropriate box to indicate your answer to each of the questions in this section.
- If you answer is “Yes” to either of these questions, you MUST complete the Licensing Supplemental Affidavit ([LIC34](#)) and attach it to your completed License Application form ([LIC38](#)).
- You do not need to include parking related offenses. However, you must include parking related fines.