

TEXAS DEPARTMENT OF LICENSING AND REGULATION

PO Box 12157 · Austin, Texas 78711 · (800) 803-9202 · (512) 463-6599 · FAX (512) 475-2871
www.license.state.tx.us · cs.electricians@license.state.tx.us

ELECTRICAL CONTRACTOR LICENSE APPLICATION INSTRUCTIONS

**AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE
PROCESSED UNTIL ALL ITEMS HAVE BEEN SUBMITTED AS REQUIRED.**

GENERAL INSTRUCTIONS

The application must be completed and signed by the applicant. All information provided must be typed or clearly printed in black ink using upper case letters. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" plain paper. Please use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples, use only plain paper.**

If one check will be used to pay for multiple applications, a **Combined Check Worksheet** must be completed and submitted with the applications and payment. The Combined Check Worksheet is available on the Department's website.

BUSINESS NAME – Full name the business is operating under. (40 characters maximum)

TELEPHONE NUMBER – Write the area code and telephone number of the business.

FAX NUMBER – Write the area code and fax number of the business.

FEDERAL ID NUMBER – Provide the federal ID number that is used by the business.

MAILING ADDRESS – This is the address to which the Department will mail your correspondence. Indicate the number and street, or post office box of your mailing address. Use of the zip plus-4 is not required, but it helps the postal service direct mail more efficiently and accurately.

PHYSICAL ADDRESS – This address is the actual location of the business. If this address is the same as your mailing address, you may write SAME. A post office box will not be accepted as a physical address.

CONTACT INFORMATION

CONTACT NAME – Please write your name in the spaces provided. (last, first, middle initial)

TELEPHONE NUMBER - Write the area code and telephone number of the contact person. If this number is the same as the business number, you may write SAME.

E-MAIL ADDRESS – Write the e-mail address of the contact person. The Department will add this address to the electricians' e-mail list, which provides information from the Department on matters affecting electricians. The e-mail address is confidential pursuant to the Texas Public Information Act, and the Department will not share it with the public.

BUSINESS STRUCTURE

Indicate in the box provided how the business is organized. Use the following values:

1	Corporation
2	Sole proprietorship
3	Partnership
4	Limited Liability Company
5	Limited Liability Partnership
6	Other (attach a description)

LIABILITY INSURANCE - You must attach proof of the minimum liability insurance required by law and rule.

LIABILITY INSURANCE DOCUMENTATION

Electrical contractors are required to maintain at least the minimum general liability insurance coverage at all times to satisfy proof of financial responsibility. The insurance must:

- (1) be at least \$300,000 per occurrence (combined for property damage and bodily injury);
- (2) be at least \$600,000 aggregate (total amount the policy will pay for property damage and bodily injury coverage); and
- (3) be at least \$300,000 aggregate for products and completed operations.

Proof of the required general liability insurance may be submitted on an industry standard certificate of insurance form with a 30 day cancellation notice. Insurance must be obtained from an admitted company or an eligible surplus lines carrier, as defined in the Texas Insurance Code, Article 1.14-2, or other insurance companies that are rated by A.M. Best Company as B+ or higher.

WORKERS' COMPENSATION INSURANCE – Indicate in the box provided the manner in which you have satisfied the Workers' Compensation Insurance requirement. Use the following values:

1	Have Insurance Coverage (Attach certificate of coverage)
2	Self Insured (see below)
3	No Coverage (see below)

- 1. Carry Workers' Compensation Insurance. Proof of workers' compensation insurance can be submitted on an industry standard certificate of insurance form with a 30 day cancellation notice. Insurance must be obtained from an admitted company or an eligible surplus lines carrier, as defined in the Texas Insurance Code, Article 1.14-2, or other insurance companies that are rated by A.M. Best Company as B+ or higher.
- 2. The Self-Insurance program administered through the Texas Department of Insurance, Division of Worker's Compensation is limited to larger-size employers. Employers must show a manual premium of at least \$500,000 in Texas or \$10,000,000 nationally, post a minimum security deposit of \$300,000, in addition to other substantive requirements in order to be approved as a Certified Self-Insurer. **Generally, companies with less than two hundred employees will not meet the above criteria.**

For further information or to request an Initial Application Packet, please contact Division of Worker's Compensation Self-Insurance Regulation by calling (512) 804-4345 or faxing (512) 804-4346 during normal business hours of 8-5 Monday through Friday CST.

**Self-Insurance Regulation
Texas Department of Insurance
Division Workers' Compensation
7551 Metro Center Drive Suite 100, MS-96
Austin, Texas 78744-1609**

- 3. No workers' compensation coverage Subchapter A, Chapter 406, Labor Code and the rules of the Texas Department of Insurance provide for employers to not have workers' compensation coverage. A DWC Form – 005 is filed with and can be obtained by calling TDI / DWC forms management at (512) 804-4990 or the form and related instructions can be downloaded at the following link: <http://www.tdi.state.tx.us/forms/form20employer.html> (scroll down to the middle of the page for the DWC Form - 005). Contact TDI / DWC at 1-800-372-7713 or (512) 804-4000 for additional information.

MASTER ELECTRICIAN ASSIGNED TO THIS CONTRACTOR

An applicant for a license as an electrical contractor must be licensed in Texas as a master electrician or employ a person licensed in Texas as a master electrician.

DO YOU OWN MORE THAN 50% OF THIS CONTRACTING BUSINESS? – Check the appropriate box to answer this question.

A person who holds a master electrician license issued under this chapter may only be assigned to a single electrical contractor, unless the master electrician owns more than 50 percent of the electrical contracting business.

NAME, LICENSE NUMBER AND SIGNATURE OF MASTER ELECTRICIAN – Enter the name, signature and license number as they appear on the license form issued by the Texas Department of Licensing & Regulation.

FEES

The fee for this application is **\$115**. All fees are non-refundable. Please send one check or money order for the total amount due, payable to TDLR. Mail fees, application and documents to: TDLR, PO BOX 12157, AUSTIN, TX 78711.

OWNER SIGNATURE

Before you sign, carefully read the statement at the bottom of the application. Be aware that information provided on this application and any attachments are subject to audit. Providing false information may result in revocation of this license and the imposition of administrative penalties.

Sign the application, print your legal name and date the application. The owner may be an officer of the business.

Please remember that the application must be completed in black ink and all attachments must be submitted on separate pieces of single-sided, 8½” x 11” paper. Please use a paperclip to fasten all pages together. Do not use staples. Any deviation from these instructions may delay the processing of your application.

Documents submitted with the application will not be returned. Keep a copy of the completed application, all attachments and your check. Do not submit forms that you did not have to complete.



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APPLICATION FOR:

Electrical Contractor License Application

PURSUANT TO TITLE 8, OCCUPATIONS CODE, CHAPTER 1305

DO NOT WRITE IN THE FEE AREA IMMEDIATELY BELOW

Table with 5 columns: FEE, RECEIPT NUMBER, FEE AMOUNT, PMT. AMOUNT, MONEY TYPE. Row 1: License Fee, \$115.00, All fees are non-refundable.

DO NOT WRITE ABOVE THIS LINE

NOTE: IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN TWELVE (12) MONTHS OF THE FILING DATE, THE APPLICATION WILL BE CLOSED.

1. Name of Business:

2. Telephone Number:

3. Fax Number:

4. Federal ID Number: (Information regarding the Federal/Employer ID # may be obtained through this web page: http://www.irs.gov/businesses)

5. Mailing Address:

Number, Street, Suite No., Apt. No. (P.O. Box is allowed for this address.)

City State Zip Code

Physical Location:

(Business Address) Number, Street, Suite No., Apt. No. (P.O. Box is NOT allowed for this address.)

City State Zip Code

6. Contact Information:

Last Name

First Name

Middle Initial

Suffix (JR, SR, III)

Telephone Number

Email Address (johndoe@aol.com for example) See Note 1

7. Business Structure:

Corporation

Sole Proprietorship

Partnership

Limited Liability Company

Limited Liability Partnership

Other (attach a description)

8. General Liability Insurance:

Electrical contractors are required to satisfy proof of financial responsibility by maintaining general liability insurance coverage as stated below:

- (1) at least \$300,000 per occurrence (combined for property damage and bodily injury);
(2) at least \$600,000 aggregate (total amount the policy will pay for property damage and bodily injury coverage); and
(3) at least \$300,000 aggregate for products and completed operations

A certificate of insurance must be attached to this application. See instructions for additional information.

This form consists of 2 pages.

9. Workers Compensation Insurance: (Choose one of the following.)

- I have worker's compensation insurance.
- * I have self-insurance. The Self-Insurance program administered through the Texas Department of Insurance, Division of Worker's Compensation is limited to larger-size employers. Generally, companies with less than two hundred employees will not meet this criteria.
- * I do not have worker's compensation insurance.

* SEE INSTRUCTIONS FOR ADDITIONAL INFORMATION.

TEXAS MASTER ELECTRICIAN ASSIGNED TO THIS CONTRACTOR

10. Do you own more than 50% of this electrical contractor business ? YES NO

I agree to assign my license to this contractor and certify that I will comply with all applicable provisions of the Texas Electrical Safety and Licensing Act; Texas Occupations Code, Chapter 1305 and Chapter 51; Tex. Admin. Code, Chapter 60; and the Electricians Administrative Rules, Tex. Admin. Code, Chapter 73. I understand that providing false information on this application may result in the revocation of my Master Electrician License and this Electrical Contractor license and the imposition of administrative penalties.

Licensee Signature _____ **Date** _____

Printed Name _____ **Tx license number** _____
issued by TDLR

NOTICE REGARDING APPLICABLE FEES

11. If you submit an insufficient fee amount with this application, it may be returned to you. All fees are required to be submitted with this application. A license fee of **\$115.00** is required.
Application fees are NOT refundable

STATEMENT OF OWNER

12. I certify that I will maintain the required insurance and I will comply with all applicable provisions of the Texas Electrical Safety and Licensing Act; Texas Occupations Code, Chapter 1305 and Chapter 51; Tex. Admin. Code, Chapter 60; and the Electricians Administrative Rules, Tex. Admin. Code, Chapter 73. I understand that providing false information on this application may result in revocation of the license I am requesting and the imposition of administrative penalties.

Owner Signature _____ **Date** _____

Printed Name _____

NOTE 1: The Department will add your address to the Electricians email notification list, which automatically provides information from the Department on matters affecting Electricians. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public.

See additional information at the following link: <http://www.license.state.tx.us/newsletters/TDLRnotificationLists.asp>.