

# City of Port Jervis, New York



Building Department Offices  
PO Box 1002  
20 Hammond Street  
Port Jervis NY 12771  
(845) 858-4000 Ext 4080  
Fax # (845) 856-6913  
[www.portjervisny.org](http://www.portjervisny.org)

## INSTRUCTIONS FOR ONE-TIME ELECTRICIAN'S LICENSE

- 1) Application fee \$300.00, Non-refundable, check made payable to the City of Port Jervis.
- 2) If applicant fee for a one-time license is approved by the Board of Electrical Examiners, the fee for the issuance of the one-time License is one percent (1%) of the estimated cost of the work as stated on the building permit application or one thousand (\$1000.00), whichever is greater.
- 3) Such one-time license shall be valid only for a specific contract or job, at a specific location, and shall expire upon issuance of a Certificate of approval for the work covered by the contract of the job.
- 4) A building permit is required for all electrical work. Fee will be calculated on the cost of the project.

## SUBMIT THE FOLLOWING INFORMATION WITH YOUR APPLICATION

- 1) Check made payable to the City of Port Jervis in the amount of \$300.00.
- 2) Copy of your current electrician's license(s).
- 3) Copy of your current Orange County, New York electrical license.
- 4) Name, address and telephone number of your licensing bureau/municipality. Note: You must be licensed by another municipality, with licensing standards and requirements equal to or more substantial than those of the City of Port Jervis, and/or Orange County, New York electrical license including examination.
- 5) Copy of current liability insurance and workmen's compensation insurance.
- 6) List of employees to work on the job location. If any changed occur, an amended list must be submitted to the Building Department.

The Board of Electrical Examiners meeting is held on the first Wednesday of each month at 5:45 P.M. Your application will be reviewed at that time. The Board is in recess during the months of July & August.

Revised April, 2009



**CITY OF PORT JERVIS**  
BUILDING DEPARTMENT  
14-20 HAMMOND STREET; P.O. BOX 1002  
PORT JERVIS, NEW YORK 12771  
TELEPHONE: (845) 858-4080  
FAX: (845) 856-6913

**APPLICATION FOR ONE-TIME ELECTRICIAN'S LICENSE**

DATE: \_\_\_\_\_

Place a 1 ½ x 1 ½  
Photograph taken  
within thirty (30)  
days of date of  
application here

<u>FOR BOARD USE ONLY</u>	
Date received _____	application
Date received _____	fee
Application fee _____	
License issued _____	No.
Date issued _____	license

FOR BOARD USE ONLY

The Board of Electrical Examiners hereby grants denies the license applied for in this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Electrical Board Chairman

FOR INDIVIDUAL APPLICANT

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ COUNTY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELEPHONE NO.: \_\_\_\_\_

NAME OF APPLICANT'S BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE NO.: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

FOR CORPORATE OR ASSUMED NAME:

CORPORATE NAME: \_\_\_\_\_ OR \_\_\_\_\_ ASSUMED

PRINCIPLE ADDRESS: \_\_\_\_\_ OFFICE

TOWN: \_\_\_\_\_ COUNTY: \_\_\_\_\_ ZIP: \_\_\_\_\_

INDIVIDUAL NAME: \_\_\_\_\_ SUPERVISOR'S

TELEPHONE NO.: \_\_\_\_\_

LOCATION AND NAME OF OWNER OF PROPERTY WHERE WORK IS TO BE PERFORMED:

\_\_\_\_\_  
\_\_\_\_\_

IMPORTANT NOTE: ATTACH COPY OF CURRENT ELECTRICIAN'S LICENSE(S).  
NAME, ADDRESS AND TELEPHONE NUMBER OF WHERE YOU HOLD A MASTER ELECTRICIAN'S LICENSE, PLEASE  
LIST ALL AGENCIES:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

APPLICATION MUST BE SIGNED BEFORE A NOTARY PUBLIC.

\_\_\_\_\_

SIGNATURE OF APPLICANT

INDIVIDUAL NOTARIZATION

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ ) SS:

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 19\_\_\_\_\_, BEFORE ME PERSONALLY CAME \_\_\_\_\_ TO ME KNOWN AND KNOWN TO ME THE INDIVIDUAL \_\_\_\_\_ DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT, AND \_\_\_\_\_ DULY ACKNOWLEDGED.

\_\_\_\_\_

NOTARY PUBLIC

CORPORATE NOTARIZATION

STATE OF \_\_\_\_\_ )

COUNTY OF: \_\_\_\_\_ ) SS:

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 19\_\_\_\_\_, BEFORE ME PRSONALLY CAME \_\_\_\_\_ SWORN DID DISPOSE AND SAY THAT HE/SHE RESIDES AT \_\_\_\_\_ OF THE \_\_\_\_\_ THE CORPORATION DESCRIBED IN AND WHICH EXECUTED THE ABOVE INSTRUMENT; THAT HE/SHE KNOWS THE SEAL OF SAID CORPORATION; THAT THE SEAL AFFIXED TO SAID BY ORDER OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THAT HE/SHE SIGNED HIS/HER NAME THERETO BY LIKE ORDER.

\_\_\_\_\_

NOTARY PUBLIC

NOTE: A BUILDING PERMIT IS REQUIRED FOR ALL ELECTRICAL WORK. ONCE YOU ARE APPROVED FOR A LICENSE YOU MUST OBTAIN A BUILDING PERMIT FROM THE BUILDING DEPARTMENT PRIOR TO COMMENCEMENT OF WORK.