

Electrical Contractor Licensing

Listed below is specific information our Office must have on file to pull a permit.

- A current certificate of insurance indicating general liability coverage of a minimum occurrence of \$300,000 and workers' compensation (the Borough of Kutztown must be shown as certificate holder). If a contractor does not have any employees and, therefore, does not carry workers' compensation, an affidavit (which has been completed by the contractor and notarized) must be submitted to this Office.
- The company's tax identification number on letterhead.
- The company's PA Home Improvement Contractor (HIC) license, if applicable.
- A current-year Borough of Kutztown master, residential or installer electrical license.

1. To obtain a Borough of Kutztown master or residential electrical license, please provide one of the following along with the information listed above and applicable license fee:

- a. Photocopy of your valid master or residential electrical license issued by a 3rd class city or larger in the Commonwealth of Pennsylvania.
- b. Proof of successful completion of International Code Council certification and proof of minimum of three years' experience in the class of license applied for or at least two years of technical training and one year of experience in the class of license applied for.
- c. If you previously held a master or residential electrical license with the Borough and your employer currently holds a master or residential electrical license, provide a letter by your employer certifying your employment and experience.

2. A Borough of Kutztown installer electrical license will be issued by our Office upon receipt of the person's name and applicable license fee.

3. A person holding a journeyman or apprentice electrical license cannot pull a permit. Both types of electrical licenses will only be issued under a current-year master or residential license. An apprentice license will be issued by our Office upon receipt of the person's name and applicable license fee. To obtain a Borough of Kutztown journeyman electrical license, please provide one of the following along with the applicable license fee:

- a. Photocopy of your valid journeyman electrical license issued by a 3rd class city or larger in the Commonwealth of Pennsylvania.
- b. Proof of successful completion of International Code Council certification and proof of three years' experience or two years of technical training.

4. A contractor attempting to acquire an electrical license must submit a completed application for license with their information.

Electrical License Fees - A license is valid for a period of one year, which runs from January 1st through December 31st. In mid-November, this Office mails renewal notices to electrical contractors holding current licenses. The fee schedule below will serve as a list of common fees charged and may not be inclusive of all possible fees associated with a project. Please contact the Community Development Office for more information.

Master Commercial	\$25.00
Master Residential	\$25.00
Journeyman	\$10.00
Apprentice	\$10.00
Installer	\$20.00