



## Applying For Mt. Vernon Electrical Contractor License:

To obtain an electrical contractor license with the City of Mt. Vernon, at least one person with journeyman level electrical qualification is required as “supervising electrician.” The supervising electrician must be 21 years of age or older. Proof of journeyman level may be by one of two forms:

1. Electrical union journeyman wireman card
2. Certificate of journeyman from approved testing center with 70% passing score

If the electrician holds a current union journeyman wireman card, a photocopy of the card must be included with the contractor application.

If the electrician has journeyman electrician (or master electrician) certification as a result of testing by either ProMetric (<https://www.prometric.com>) or Pearson VUE (<https://home.pearsonvue.com>), a copy of the pass letter must be included with the contractor application. The test is a timed open-book exam based on 2008 or later National Electric Code (NFPA 70 NEC)

Contact Pearson VUE at 1 (877) 234-6082 and schedule exam “F17” at an available testing center location.

When submitting application for electrical contractor license, attach a check in the amount of \$90.00 which will cover the annual fee up to April 30.

Supervising electricians that terminate employment or business affiliation with a licensed electrical contractor must notify the City within 10 days of termination. If the supervising electrician is an employee for the company holding the license and employment is terminated, the company will have 60 days to submit a qualified supervising electrician in order to maintain the license. After 60 days from termination of supervising electrician, the company’s electrical contractor license will be terminated and the company must reapply for license with a new qualified supervising electrician.

The electrical contractor license is renewed annually beginning May 1 and ending April 30. The license must be renewed no later than June 1 each year. If annual payment is not received by June 1, the license will be terminated and contractor must reapply for license and pay any necessary application fee.



**APPLICATION FOR CERTIFICATE OF REGISTRATION  
AS A LICENSED ELECTRICAL CONTRACTOR**

**In the City of Mt. Vernon, Illinois**

**Date** \_\_\_\_\_

Application is herewith made to the City of Mt. Vernon for a certificate of registration as a Licensed Electrical Contractor within the Corporate Limit of the City of Mt. Vernon, IL.

In accordance herewith we are posting a Bond of fifty dollars (\$50.00) with the City Clerk, are paying the required fee of forty dollars (\$40.00) which, upon approval of the Electrical Inspector and the issuance of a Certificate of Registration by the City Clerk, we will be authorized to engage in the business of Electrical Contracting in the City of Mt. Vernon for the current fiscal year ending the first day of May, while the certificate remains unsuspended or revoked.

Name (Firm or Individual) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name of Individual (Supervising Electrician) \_\_\_\_\_

Date of Birth of Supervising Electrician \_\_\_\_\_

**EXPERIENCE:** Places you have worked as an electrician (4 years required, most recent first).

1. Name & Address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Supervisor \_\_\_\_\_

2. Name & Address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Supervisor \_\_\_\_\_

3. Name & Address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Supervisor \_\_\_\_\_

**EDUCATION:** Describe any specialized training (High School, College, Etc.).

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Fee Payment Received and Bond Approved by the City Clerk

Electrical Inspector \_\_\_\_\_ Date \_\_\_\_\_

City Clerk \_\_\_\_\_ Date \_\_\_\_\_