

July 18, 2019

ST LOUIS COUNTY, MISSOURI
Department of Public Works
Electrical, Communications, Industrial and Elevator
Contractor Licenses
Requirements and Regulations

**PLEASE READ THIS ENTIRE DOCUMENT AND THE APPLICATION FORM
BEFORE YOU WRITE ANYTHING OR CALL WITH QUESTIONS**

Pursuant to St. Louis County Electrical Code, Section 1102.080-24, and the rules of the Board of Electrical Examiners established herein, it shall be unlawful for any person, firm, corporation, institution, organization or representative thereof to engage in the business of installing or maintaining any electrical or communications systems, material, apparatus or equipment of any kind without having a person in responsible charge of such work who has first been examined and licensed by St. Louis County. This duly licensed supervisor shall be responsible for all electrical or communications installations and provide the level of on-site accountability necessary to verify compliance with the St. Louis County electrical code.

Subject to the provisions regarding Temporary License, all firms, corporations, companies, or other entities performing electrical or communications work shall employ a licensed supervisor full time during the normal hours of operation of the business.

The licensee must be a registered officer of the firm, corporation or company at least 30 days prior to exercising the privileges of the license.

The communications license is limited to the installation of wiring for phone, data, sound, central vacuum systems, residential alarms and/or irrigation systems.

Board of Electrical Examiners

The Board of Electrical Examiners shall evaluate applicants to determine their qualifications and provide for the examination of applicants. The Board shall approve applicants who possess the qualifications and meet the requirements established in the St. Louis County Electrical Code and the rules for license application as follows. The Board shall review and revise these rules annually in December to ensure they reflect the objectives of the Board and St. Louis County.

If your application form is more than 6 months old, request a current one or go online: www.stlouisco.com/pubworks (look under Licensing – Electrical)

2019 deadlines are: Jan. 11, Mar. 15, May 10, July 12, Sept. 13, Nov. 15, subject to change. If your application is received at least a week before deadline, an acknowledgement will be mailed to you. The Board will review applications received by the deadline date the following Wednesday.

Your application and all submitted material become the property of St. Louis County and will not be returned. The \$20 fee is a processing fee and will not be refunded if your application is not acceptable to the Board of Electrical Examiners.

RULES AND QUALIFICATIONS
For Electrical, Communications, Industrial and Elevator License Applicants
as Established and Adopted by the Board of Electrical Examiners

PLEASE READ THIS ENTIRE DOCUMENT AND THE APPLICATION FORM
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- I. The applicant must be at least 21 years of age.
- II. The applicant must verify through documentation that he has at least 12,000 hours of practical experience installing the wiring, equipment and material specified in NFPA70 (National Electrical Code), or the combination of education and practical experience specified in IV.
- III. It is the applicant's responsibility to submit all practical experience and education documentation, to verify his previous work history and education as an electrician, a communications installer, an industrial electrician or an elevator controls electrician (depending on the type of license desired), at the time of application. License applicants must have experience acceptable to the Board of Electrical Examiners, as defined in this document. Verification of employment must be provided by copies of W2 forms and by the Affidavit of Employment Experience (page 3 of Application Form) or original notarized letters on company letterhead. The verification must include *exact* employment dates, *exact* number of hours worked, and *exact* type of electrical, communications, industrial or elevator installations performed *related to the license*.
- IV. The applicant's qualifications will be determined on the basis of the information he provides on the Application Form and the documentation he submits. It must be *factual, clear and complete*. Acceptable experience for all licensing categories shall be defined as one of the following:
 - A. Successful completion of an electrical apprenticeship (8,000 hours) approved by the Bureau of Apprenticeship & Training, U.S. Department of Labor. Submit certificate of completion plus proof of 4,000 hours of additional practical experience installing the wiring, equipment and materials specified in NFPA70 (NEC) (see III)
 - B. Graduation from a trade school accredited by the North Central Assoc. of Colleges & Schools, with a two-year degree (for the electrical, industrial or elevator license) primarily focused on electrical theory, National Electrical Code, and power distribution, wiring and equipment; or (for communications license) primarily focused on practical knowledge related to communications (sound, phones and data) installations. Graduation must be verified by an *original transcript*. The applicant must also provide proof of a minimum of 8,000 additional hours of practical experience installing the wiring, equipment and materials specified in NFPA70 (NEC) (see III).
 - C. Graduation from a college or university with a four-year degree in electrical engineering accredited by the Accreditation Board for Engineering and Technology (ABET) and the North Central Assoc. of Colleges & Schools. Graduation must be verified by an original transcript. The applicant must also provide proof of a minimum of an additional 4,000 hours of practical

experience in designing electrical systems for the purposes of distributing electricity (see III).

- D. The applicant has accumulated a minimum of 12,000 hours of experience installing the wiring, equipment and materials specified in the National Electrical Code, while in the employ of an electrical contractor (for the electrical license) or an elevator controls company (for the elevator license) or communications contractor (for the communications license) or other business whose primary function is installing, repairing and servicing electrical or communications systems, equipment, wiring and materials specified in NFPA70 (NEC) and related to the license (see III)
- E. The applicant may receive some credit toward the requirements for related work experience if he has received training in electrical wiring during his military service. The applicant must submit detailed proof of *exactly* the training, schooling or work experience he received that is *directly related* to the wiring, equipment and material specified in NFPA70 (NEC). The applicant must include the length of time spent and any other information that will assist the Board in evaluating the degree of electrical or communications experience that the applicant has had that is *related to the license*. The applicant must also include proof of any additional civilian work experience *related to the license*.
- F. Elevator Controls – This limited license authorizes the holder to install the wiring and equipment on the load side of the disconnect(s) to the elevator car, and all control wiring. The applicant must verify through documentation that he has at least 12,000 hours of practical experience installing the wiring and equipment necessary for the operation of elevators as specified in NFPA70 while in the employ of an elevator contractor (see III, IV-E)

NOTE: Unacceptable experience and/or inadequate documentation shall include but is *not limited to* the following:

- Self-generated biographies or résumés which do not verify employment, experience, duties, responsibilities or duration of time employed
- Employment records which do not quantify length of service, duties, responsibilities and title.
- Having performed maintenance on an electrical, communications or elevator system unless the applicant was employed by a company whose primary business is performing maintenance on existing electrical systems (for the electrical license) or communications systems (for the communications license) or elevators (for the elevator license); , or the applicant was employed to perform electrical maintenance at his employer's facility and produces employment records which verify exactly how much time was devoted to electrical maintenance work and the scope of work the applicant actually performed and under what supervision the work was performed. In either case, only partial credit may be given because maintenance electrical work is not the equivalent of new construction experience, which is the purpose of the licenses.
- Any work not performed consistent with the regulations in the jurisdiction in which it was performed.

- V. **If the applicant is applying for the electrical or industrial license**, he must have completed a recognized National Electrical Code class (minimum 75% final exam

grade) within 24 months previous to application date. Applicant must provide certificate of completion, signed by the instructor and final exam grade shown.

- VI. Applicant must complete and submit the following provided forms, identified as:
- A. Application
 - B. Work Experience Summary (with verification attached)
 - C. Trade Related Education and Formal Instruction (with verification attached), if applicable.
 - D. Affidavit(s) of Employment Experience and copies of W2 forms
- VII. The applicant will be notified of the date on which his application will be reviewed by the Board of Electrical Examiners, and:
- A. If the application is approved, the applicant will be notified within 30 days and be given information concerning testing (skip to VIII).
 - B. If the application is denied, the applicant will be notified within 30 days and will be given the reasons therefore. Within 12 months, the Applicant may re-apply and submit additional information or documentation requested by the Board. Upon written request, the applicant will be scheduled to meet with the examining board at a later date.
 - 1. If the examining board again rejects the application, the applicant may file an appeal with the Board of Appeals (for a fee). *No new or additional documents or information will be considered at the hearing* The Board of Appeals will review the application and all documents *originally* submitted to determine if the examining board made an accurate decision based on the information you submitted to them.
- VIII. Examination for Electrical or Communications Licenses
- A. If the application has been approved by the examining board, St. Louis County will, within 30 days, provide the applicant with the necessary registration form to be examined, which he will complete and submit to the testing agency with the required fee specified by the testing agency. St. Louis County requires a minimum score of 75% to pass.
 - B. Within 30 days of the applicant's test date, he will be officially notified by St. Louis County of his test score.
 - C. If the applicant is unsuccessful in his first examination attempt, he may sit for two additional examinations within the next 12 months. If the applicant does not pass the test on his third attempt, he must wait 12 months before applying to sit for the next examination and any subsequent examinations. This waiting period will be enforced without regard for an applicant's subsequent success on the examination sponsored by another jurisdiction.
 - D. Once the applicant has scored at least 75% on the exam, he will be notified within 30 days and be given the necessary information and requirements to activate his license in St. Louis County.
 - E. If the applicant has scored at least 75% on the same test as is required by

St. Louis County, within the 24 months prior to the date of application, the examining board will recognize the test score and no further testing will be required, provided the applicant has meet all other requirements. He will be notified within 30 days and be given the necessary information and requirements to activate his license in St. Louis County.

IX. False or Misleading Information

- A. If, at any point in the application or licensing process, the application is found to contain false or misleading information, the applicant will be required to appear before the Board of Electrical Examiners and his application may be rejected and/or his license may be suspended or revoked.

<p>NOTE: Except for item X-A, The remaining items relate to the licensing <i>program</i> and <u>not</u> to the license application</p>

X. Fees (all fees are subject to change) All license holders shall have paid current license fees and have in effect the proper insurance coverage in order to obtain permits for electrical or communications work. Failure to either pay current license fees or maintain insurance shall cause a license to be inactive.

- A. Application fee: The fee for applying to the examining board is \$20. This is a processing fee and will not be refunded. If the application is rejected, the applicant may re-apply to the examining board; the fee will be \$20 each time.
- B. Deposit required: an escrow deposit of \$50 is required on each license issued. This deposit will be used, if necessary, to cover any minor outstanding monies the license holder may owe St. Louis County. If a deposit is used to cover any charges, the license holder will not be authorized to obtain any permits until all charges are paid and the deposit is restored to \$50.
- C. License Fees: The fee for an electrical contractor's license is \$125 each year. The fee for a communications contractor's license is \$50 each year. License fees are due by December 31 annually. License holders will not be billed, but a reminder will be sent in November of each year to the last address that was given to the licensing office of the Public Works department. This will be the only notice, but if the license holder does not receive it, he is still responsible for paying the annual fee by Dec. 31.
- D. Licenses that are not renewed by January 1 will be considered delinquent and inactive. Permits will not be issued to an inactive license holder or his company and they shall not perform electrical or communications work in St. Louis County. There is a late fee of \$100 effective on the first day of each month the payment is late. Processing late payments can take up to 30 days.
- E. A license that has been inactive for at least three years may not be re-activated until the license holder provides proof of successful completion of a recognized National Electrical Code class on the most current code.
- F. A license that has been inactive for more than seven consecutive years shall require the license holder to re-apply for a license and said applicant shall be considered a new applicant by the Board, unless upon review, the Board

determines that the license holder has been otherwise actively engaged in the electrical or communications trade.

G. A license that has been de-activated will be re-activated within 30 days of compliance with all requirements.

XI. Maintenance fees: By written notification, a license holder may direct St. Louis County to de-activate the license until further notice. The application and license will be kept on file indefinitely without charge. Bond and insurance are not required during this period of requested de-activation and there are no fees to pay. However, if during the period of de-activation the license holder is not actively engaged in the electrical or communications industry, he will be required to re-apply for a license and may, at the discretion of the Board, be considered a new applicant. The applicant will be required to provide proof of employment activity in the electrical or communications industry.

XII. Bond and insurance requirements – *do not include with your application.*

A. Bond: St. Louis County requires an indemnifying bond (except for the industrial license) in the amount of \$10,000, which must be executed on St. Louis County's current bond form (*provided to the applicant at the appropriate time*). Once the license has been activated, the license holder must provide proof that his bond has been renewed for another term each year, or his license will be placed in inactive status.

B. Insurance: St. Louis County requires proof of contractor's liability insurance in the amount of at least \$500,000 (except for the industrial license) (*complete instructions provided to the applicant at the appropriate time*). Once the license has been activated, the license holder must provide proof that his insurance has been renewed each year, or his license will be placed in an inactive status.

XIII. Temporary License

A firm, corporation or company that has been operating as a licensed electrical or communications contractor in St. Louis County for at least five consecutive years may make written request for a temporary license upon the *death* of the license holder, to complete work for which permits have been issued, but in no event longer than 12 months from the death of the license holder. A principal of the firm, corporation or company shall include in the request a copy of the death certificate and the scope and amount of work remaining on each permitted job. The request shall also contain the number of electricians or communications installers employed full-time by the company and show the hierarchy within the company to establish some quantifiable level of acceptable supervision on each permitted job. If, after the request is reviewed, the Board of Electrical Examiners determines that the company is capable of successfully completing work under the permits already granted and of fulfilling the obligations and requirements to the customer, the public and St. Louis County, the Board will request a recommendation from the code official or his/her designee. If the code official (or his/her designee) and the Board concur, a temporary license will be issued to allow permitted work to continue until completion. This provision shall not prevent the code official from immediately revoking a temporary license and all permits, causing all work to cease, if he/she determines it is in the best interest of the safety, health and welfare of the public.

- XIV. A license holder who wishes to re-activate his license, or move his license from one company to another, must notify the electrical licensing office of the Public Works department in writing, stating the company name in which he will hold the license. The license holder will be provided with the necessary information within 30 days. All open permits issued to the license holder must be closed by approved final inspections, or each permit may be transferred to the new company for a \$50 'change of contractor' fee.
- XV. Permits are required to install any of the wiring, equipment or materials found in NFPA 70 (National Electrical Code). The applicant will receive permit application instructions when his license is activated.
- XVI. Business Requirements
- A. You must provide the Public Works electrical licensing office with the street address of an established place of business.
 - B. You must have someone in attendance and on the premises of the established place of business to receive calls during regular business hours (Monday through Friday, 8:00 a.m.-5:00 p.m.), or provide other effective means of communication.
 - C. Your company service vehicles must visibly display the name, address, telephone number and license categories of your business. Letters and numbers must be a minimum of three inches tall with a minimum width of one-half inch stroke.
- XVII. License Suspension or Revocation
- A. Your license is subject to suspension or revocation for any violation of the St. Louis County electrical code, of copy of which will be provided to you upon activation of your license. Subsequent copies of the St. Louis County electrical code with changes and updates will be available upon request and for a nominal fee. The electrical ordinance is also available on the County's website: www.stlouisco.com/pubworks/UF-ElecOrd.pdf
- XVIII. Inspections – Electrical inspections are required on all electrical or communications work for which permits are required. There are three types of electrical/communications inspections:
- Rough or cover – this inspection is scheduled after rough wiring is installed and before walls or ceilings are insulated or covered, decks poured or trenches backfilled
 - Temporary on permanent (electrical only) – this inspection may allow the permanent building service to be energized before the final inspection can be approved. This may be necessary during the winter months to prevent interior damage due to freezing.
 - Final – this inspection is scheduled after all wiring is complete and all devices and equipment are installed and wired. This inspection is also required for construction temp poles. This inspection is required to close your permit and prevent bond claims.
- XIX. Violations of the Requirements and Regulations are deemed violations of the Electrical Code and shall subject the license holder or applicant to the provisions thereof.

ST. LOUIS COUNTY BOARD OF ELECTRICAL EXAMINERS

ELECTRICAL LICENSING / ST. LOUIS COUNTY PUBLIC WORKS
41 S. CENTRAL AVE. / ST. LOUIS MO 63105

1. A recognized NEC class is required for the electrical AND industrial license.
2. This is a list of the most *popular* classes, in alphabetical order.

Electrical Board 636-305-6434 (this is NOT the electrical examining board)

IBEW Local #1 - 314-647-5900

IBEW Local #309 - 618-345-5112

IEC 314-739-4650

Ranken Technical College 314-371-0236 *

Southwestern Illinois College 618-235-2700

St. Louis Community College (any campus, adult education)

3. **Your instructor must sign** your certificate of completion, **showing your final exam grade**. *A “pass/fail” result is unacceptable. (These classes are usually *not* offered for credit toward a degree or certificate program.)
4. **There are other classes available. If you find a class more convenient for you, the Board must approve it before you enroll.**
 - Use address at top of this page and include your name and address for a response. For consideration by the Examining Board, send:
 - (1) *Syllabus or course outline, with*
 - (2) *Instructor’s name and electrical background and*
 - (3) *Include your name and address for a response.*
 - Classes must be an in-depth study of the NEC, not just an “update” or “review” of recent code changes.
 - Classes must be a semester in length, include homework assignments, with classroom participation and a final exam.

BOARD OF ELECTRICAL EXAMINERS

ST. LOUIS COUNTY PUBLIC WORKS / 41 S. CENTRAL AVE. / ST. LOUIS MO 63105 Questions?

E-mail: electricalosr@stlouisco.com (subject: license application) or call 314-615-4591 **YOU**

MUST RETURN ALL FOUR PAGES OF THIS APPLICATION FORM

*Read "Requirements and Regulations" before starting the application.
Make copies of the blank application before beginning.*

THIS APPLICATION MUST BE FILLED OUT COMPLETELY
PLEASE TYPE, OR PRINT CLEARLY ON PAPER APPLICATION FORM

1. **Date:** _____ (if your application is more than 6 months old, request a current one)
2. **Check appropriate license:** ___ Master Electrician ___ Industrial (for work within manufacturing plant)
(check only one) ___ Elevator Electrical Controls ___ Communications (phones, sound, data)
3. **Attach** a clear copy of your current driver's license/other official current photo identification.
4. **Enclose** a check / money order for \$20 (no cash), payable to St. Louis County Treasurer.
5. **Name:** _____
Last First M.I.
6. **Home address:** _____
Street City State Zip
- * **NOTE:** If you live outside the metro St. Louis area, attach a signed and dated description of how you will supervise work done in St. Louis County.
7. **Age** _____ **Daytime phone** (_____) _____ - _____ **Last 4 Digits of Social Security #** - _____
8. **Have you previously applied for examination with this Board?** ___ No ___ Yes, date _____
9. **Have you scored 75% (+) on Prometric's master electrician exam within previous 24 months?**
___ No ___ Yes, submit a copy of your official exam score notification.
- 9a. **If you want to be licensed for a business, what is its name?** _____
- 9b. **What is your job title at this company?** _____

* **NOTE:** To hold a license, you must be a company officer.

In a large envelope, submit the application and all required supporting documentation to:

ELECTRICAL LICENSING, ST. LOUIS COUNTY PUBLIC WORKS, 41 S. CENTRAL AVE., ST. LOUIS MO 63105.
You may give the envelope to the 6th floor receptionist but application will not be reviewed immediately.

Please do not staple or put documents in a binder of any kind. Return all 4 application pages. 2019 deadlines are: Jan. 11, Mar. 15, May 10, July 12, Sept. 13, and Nov. 15. If your application is received at least a week before the deadline you will be mailed an acknowledgement. The Board will review the applications the following Wednesday. Your application and all material submitted become the property of St. Louis County and will not be returned. The \$20 fee is a processing fee and will not be refunded if your application is not acceptable to the Board of Electrical Examiners.

*"Requirements & Regulations / Rules & Qualifications" and Application Form can be found online:
www.stlouisco.com/pubworks -- licensing - electrical*

ST. LOUIS COUNTY, MISSOURI
DEPARTMENT OF PUBLIC WORKS- BOARD OF ELECTRICAL EXAMINERS
41 S. Central Ave., St. Louis MO 63105
E-Mail: mgiddens@stlouisco.com (subject: license application), phone: 314-615-4591

AFFIDAVIT OF EMPLOYMENT EXPERIENCE

(Before beginning, *make a copy* of this blank page for each of the applicant's employers)

**** NOTE: This page is to be completed by the applicant's EMPLOYER, not the applicant. ****

****All blank lines MUST be completed, all signatures must be originals ****

PLEASE TYPE, OR PRINT CLEARLY

Applicant's Full Name: _____

Last 4 Digits of Social Security # SSN: _____ Employment from ____/____/____ to ____/____/____

APPLICANT MUST SUBMIT W-2 COPIES REPRESENTING 6 - 10 MOST RECENT YEARS OF ABOVE TIME PERIOD

Number of hours employed in each type of electrical, or communications, wiring installation work:

Residential: _____ hours
Commercial: _____ hours
Industrial Construction: _____ hours
TOTAL _____ hours

Company Name: _____

Address: _____ City/State/Zip: _____

Phone: ____ (____) _____ Fax (if known): ____ (____) _____

If you worked under the supervision of a licensed contractor, complete these 3 blank lines:

Person's Name: _____ License # _____ Issued by: _____

Describe in detail the type and scope of applicant's job duties. This page must be signed in the presence of a Notary Public. If separate sheet is used for the job description, it must also be signed in presence of Notary, who must duplicate Notary statement below and affix stamp or seal.

I hereby declare that above and foregoing employment history regarding this applicant is true and correct to the best of my knowledge. I have signed any additional pages in the presence of a Notary.

Employer's signature (*original*) Printed name Printed title

Statement: This document signed by _____ in my presence on ____/____/20____.
His/her identity (*check 1*) ____ known to me, or ____ confirmed by current, valid official photo identification.

Notary Public (*original signature*)

NOTARY SIGNATURE, STAMP OR SEAL MUST APPEAR ON THIS ONE-PAGE AFFIDAVIT, PAGE 3

PART II - TRADE-RELATED EDUCATION

Make copies of blank page before beginning. Please type, or print clearly.

Instruction in the National Electrical Code (required for electrical & industrial licenses)

See instructions and submit certificate of completion showing numeric final exam grade, signed by instructor.

Name of School, Course and Instructor:	Start date	Stop date	Final grade %

Apprenticeship Training (if applicable)

Submit proof of program completion. See instructions and submit proof of additional work experience.

Apprenticeship Sponsored By:	Start date	Stop date	Total hours

Higher Education (if applicable)

Submit original transcript. See Instructions and submit proof of additional work experience.

Name of School and Course/Program:	Start date	Stop date	Graduated?

Military Training in Electrical Wiring (if applicable)

See instructions and submit required additional documentation and proof of additional work experience.

Name of School and Course:	Start date	Stop date	Total hours

YOU MUST RETURN THIS PAGE, SIGNED AND NOTARIZED

I HEREBY DECLARE THE FOLLOWING: (1) I have read and understand the Requirements and Regulations of the St. Louis County Board of Electrical Examiners; (2) Information contained in this application is, to the best of my knowledge, true and correct; (3) I understand that if any information contained in my application is found to be false or misleading, I will be required to appear before the Board of Electrical Examiners and my application will be rejected and/or my license suspended or revoked; (4) I will obtain the required permits and inspections; (5) I will supervise the work on a full-time basis; (6) I agree to abide by all rules and regulations of the Board of Electrical Examiners.

NOTARY STATEMENT

This document was signed by _____ in my presence on ___/___/20___. His / her identity is (*check one*) ___ known to me, or ___ confirmed by current, valid official photo identification.

Signature of Applicant (original)

Notary Public (original signature)

(Affix Notary seal or stamp in blank area of this page)

NOTARY SIGNATURE AND STAMP/SEAL MUST APPEAR ON THIS ONE-PAGE "PART II-TRADE RELATED EDUCATION, PAGE 4"