



Jefferson County Code Enforcement
P.O. Box 100
Hillsboro, MO 63050
(636) 797-5310
Email: BuildingPermits@jeffcomo.org

The following is required to apply for an Electrical Contractors License in Jefferson County.

An applicant for a license must be at least twenty-one (21) years of age, be employed in the contracting business by only one (1) employer and satisfy one (1) of the following experience requirements:

An applicant for a license shall furnish written evidence that he or she is a graduate electrical engineer of an accredited college or university and has one (1) year practical electrical experience in the construction industry, or that he or she is a graduate of an electrical trade school and has at least four (4) years of practical experience on electrical work or that he or she has had at least one (1) year of practical experience in planning, laying out, supervising and installing wiring, apparatus, or equipment for electrical light, heat and power beyond the practical experience requirements for a journeyman's license; **OR**

An applicant shall submit written evidence that he or she has had at least (6) years of previous practical experience in personally installing, altering or repairing electric wiring for electric light, heat or power. In lieu of previous practical experience, credit may be allowed for each year of successful completion of a recognized trade school if the majority of courses taken by the applicant were primarily directed at education in the electrical industry. No credit shall be granted any applicant for experience gained while doing work which is ordinarily incidental to or associated with the electrical industry or for any experience gained illegally; **OR**

An applicant shall be a graduate of any two (2) year trade school or technical college of recognized standing and, in addition, shall have had three (3) years of practical experience in an occupation or business governed by the Building Code.

Requirements for Licensure:

1. License and Permit Bond payable to Jefferson County in the amount of \$25,000 issued by an institution authorized to issue such bonds in this State.
2. Certificate of liability insurance with a ten (10) day cancellation clause and a One million dollar (\$1,000,000.00) aggregate limit and two hundred fifty thousand dollars (\$250,000.00) per occurrence limit. The certificate must show Jefferson County as certificate holder.
3. Non-refundable processing fee of \$30.00 payable to Jefferson County.
4. *If you are a current Electrical Contractor Licensed with the State of Missouri, provide a copy of License and skip 5) through 7).
5. Proof of taking and passing an approved exam for a master electrician with a passing grade of 70% or greater within the past six (6) years. Please refer to the ICC website <https://www.iccsafe.org/certification-exam-catalog/> for qualifying exams. Exam must meet the NEC 2014, or newer.
6. Work experience form satisfying the experience requirements.
7. Copies of any/all of your current Electrical licenses held in other counties or municipalities.
8. There will be a \$150.00 fee payable upon approval of your Contractor's license by the Code Commission.

**** Jefferson County Resident ****Submit proof of paid Personal Property Tax, Real Estate Tax, Business Property Tax, and Business Real Estate Tax (if applicable).



**JEFFERSON COUNTY, MISSOURI
ELECTRICAL CONTRACTOR REGISTRATION**

Applicant _____ Date of Application _____

Address _____ Home Phone _____

Name of Company _____

Business Address _____

Business Phone _____ Business Fax _____

Number of years in business _____ Email Address _____

Are you a current Licensed Electrical Contractor with Missouri State? Yes () No ()

***If Yes, please skip record of experience.**

Missouri State Electrical Contractor License # _____

RECORD OF EXPERIENCE

List at least six (6) years of experience beginning with present:

FROM	TO	COMPANY	SUPERVISOR	PHONE#
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Number of years licensed _____ Are you bonded? Yes () No ()

Misstatement of any kind on this application may invalidate this application or result in revocation of applicant's license.

I, _____, hereby swear all facts stated above are true.
(please print clearly)

(Signature)

Date: _____

OFFICE USE ONLY

- Application received _____ Paid Fee of \$ _____ Receipt# _____
- \$25,000.00 indemnifying Bond Received _____
- Bonded Under _____
- Test Number _____ Test Score _____
- Approved Certification Number _____

