



Development Services Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

ELECTRICAL CONTRACTOR REGISTRATION

NOTICE

The Master electrician (qualifying electrician) **must appear in person** at 320 E Jefferson Blvd., Dallas, TX 75203 with all the forms, letters, and insurance certificates in their POSSESSION.

Any Master electrician arriving without the required items in their POSSESSION **will be denied** registration as an electrical contractor.

DO NOT fax, mail, drop off, courier, or send by any other means any of the forms to us. The only acceptable procedure is for the master to appear in person with the required forms, letters, and insurance certificates in their POSSESSION.

Renewals require the renewal form only.

For questions call Trey Kneegs @214-948-4466 or Mike Anguiano@ 214-948-4472.



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ELECTRICAL AND ELECTRICAL SIGN CONTRACTOR INFORMATION AND REQUIREMENTS (1 of 2)

THE CITY OF DALLAS AUTOMATED PERMITTING SYSTEMS AUTOMATICALLY READS THE CONTRACTOR REGISTRATION FILE AND WILL NOT ISSUE A PERMIT TO A CONTRACTOR THAT IS NOT REGISTERED, HAS AN EXPIRED REGISTRATION OR WHOSE INSURANCE HAS EXPIRED. INCOMPLETE OR INCORRECT APPLICATIONS WILL BE RETURNED TO THE APPLICANT. ALL MASTERS APPLYING FOR A CONTRACTOR REGISTRATION MUST APPEAR BEFORE THE CHIEF ELECTRICAL CODE ADMINISTRATOR BEFORE THEIR REGISTRATION CAN BE PROCESSED

A. APPLICATION FORMS:

CONTRACTOR APPLICATION RENEWAL FORM

- (a) FILL OUT FORM COMPLETELY
- (b) HAVE REQUIRED SIGNATURES NOTARIZED

B. REGISTRATION FEES: (complete registration requires contractor fee plus master fee):

	TWO YEAR REGISTRATION FEE
ELECTRICAL CONTRACTOR	\$160.00
ELECTRICAL SIGN CONTRACTOR	\$160.00

C. REQUIREMENTS:

1. I HAVE READ:

- CHAPTER 52 ADMINISTRATIVE PROCEDURES FOR THE CONSTRUCTION CODES
Available: [Here](#)

2. I HAVE READ, AND COMPLY WITH:

- CHAPTER 56 DALLAS ELECTRICAL CODES SPECIFICALLY
Available: [Here](#)

- 82.11(D)** Do not qualify other electrical or electrical sign companies WITHIN THE CITY OF DALLAS
- 82.11(E, 3)** Not employed full time by another firm, corporation, or company
- 82.11(E, 2)** Able to supervise the daily operation of this electrical company
- 82.10(D, 3)** Have general liability insurance, \$300,000 combined single limit property damage and bodily injury

(1 of 2)



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ELECTRICAL AND ELECTRICAL SIGN CONTRACTOR INFORMATION AND REQUIREMENTS (2 of 2)

3. **MUST SHOW PROOF OF BUSINESS LOCATION.** PROOF SHOULD INCLUDE: A COPY OF CERTIFICATE OF OCCUPANCY

OR

A LETTER FROM A CITY MUNICIPALITY OF BUSINESS LOCATION INDICATING ACKNOWLEDGMENT OF YOUR OPERATION OF AN ELECTRICAL BUSINESS AT THE STATED ADDRESS PROVIDED ON THE APPLICATION.

OR

IF BUSINESS IS LOCATED OUTSIDE THE CORPORATE LIMITS OF A CITY, A PICTURE OF BUSINESS LOCATION SHOWING ADDRESS AND COMPANY NAME WILL BE REQUIRED.

OR

A COPY OF STATE OF TEXAS REGISTRATION CERTIFICATE SHOWING BUSINESS LOCATION ADDRESS AS STATED ON APPLICATION.

4. **MUST HAVE GENERAL LIABILITY INSURANCE** WITH COMBINED SINGLE LIMITS OF LIABILITY IN THE AMOUNTS OF NOT LESS THAN \$300,000.00 PER OCCURANCE FOR BODILY INJURY INCLUDING DEATH AND PROPERTY DAMAGE. MUST PROVIDE A CERTIFICATE OF INSURANCE INDICATING THE CITY OF DALLAS AS A CERTIFICATE HOLDER (SEE EXAMPLE). THE COMPANY NAME AND SITE ADDRESS OF COMPANY OFFICE MUST BE INDICATED ON THE CERTIFICATE.

EXAMPLE:

CERTIFICATE HOLDER
DEPARTMENT OF BUILDING INSPECTION CITY OF
DALLAS ELECTRICAL REGISTRATION
320 E. Jefferson Blvd.
DALLAS, TEXAS 75203

(2 of 2)



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ELECTRICAL APPLICATION FOR REGISTRATION AND RENEWAL (1 of 2)

CHECK APPROPRIATE:

- ELECTRICAL CONTRACTOR ELECTRICAL SIGN CONTRACTOR
- CHANGE OF MASTER COMPANY NAME CHANGE RENEWAL

PURSUANT TO THE CITY OF DALLAS ELECTRICAL CODE, APPLICATION IS HEREBY SUBMITTED FOR A CERTIFICATE OF REGISTRATION AS A CONTRACTOR.

CITY OF DALLAS CONTRACTOR REGISTRATION NUMBER _____

NAME OF COMPANY _____

COMPANY SITE ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ PHONE (____) _____

MAILING ADDRESS _____ CITY _____

STATE _____ E-MAIL ADDRESS _____

QUALIFYING ELECTRICIAN _____

HOME ADDRESS _____ CITY _____

STATE _____ ZIP _____ HOME PHONE (____) _____

E-MAIL ADDRESS _____

STATE OF TEXAS: MASTER # _____

LIST COMPANY PERSONNEL AUTHORIZED TO SIGN PERMIT APPLICATIONS; AT TIME OF REGISTRATION A PIN NUMBER MUST BE PROVIDED FOR EACH PERSONNEL-DO NOT WRITE PIN NUMBER ON THIS DOCUMENT

NAME	NAME	NAME	NAME
_____	_____	_____	_____
_____	_____	_____	_____

(1 of 2)



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ELECTRICAL APPLICATION FOR REGISTRATION AND RENEWAL (2 of 2)

OFFICERS OF THE BUSINESS:

NAME _____ TITLE _____

ADDRESS _____ CITY _____ ZIP _____ PHONE (____) _____

NAME _____ TITLE _____

ADDRESS _____ CITY _____ ZIP _____ PHONE (____) _____

I, THE UNDERSIGNED, HAVE A CURRENT COPY OF AND HAVE READ THE DALLAS ELECTRICAL CODE, (CHAPTER 56) AND ADMINISTRATIVE PROCEDURES FOR THE CONSTRUCTION CODE (CHAPTER 52) AND ACKNOWLEDGE THAT I AM TO SERVE AS THE RESPONSIBLE PARTY, AND I FURTHER AGREE THAT I WILL ADVISE THE BUILDING INSPECTION DEPARTMENT IMMEDIATELY IN WRITING SHOULD I CEASE TO SERVE AS SUCH.

AFFIDAVIT

I, _____ (QUALIFYING ELECTRICIAN) OF THE CITY OF DALLAS, COUNTY OF DALLAS, STATE OF TEXAS BEING DULY SWORN, DO DEPOSE AND SAY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND FURTHER THIS DEPONENT SAYS NOT.

SIGNED _____ (QUALIFYING ELECTRICIAN) DATE: _____

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____ A.D.

_____ MY COMMISSION EXPIRES _____

NOTARY PUBLIC IN AND FOR _____ COUNTY, STATE OF _____

(2 of 2)