



New Jersey Office of the Attorney General

Division of Consumer Affairs
Board of Examiners of Electrical Contractors
124 Halsey Street, 6th Floor, P.O. Box 45006
Newark, New Jersey 07101
(973) 504-6410



Proper Procedures for Business Permit Change

Board approval of business permit application depends upon:

- Properly completed business permit application accompanied by appropriate fee.
- Properly completed pressure seal application accompanied by appropriate fee.
- Surety bond in proper business or firm name with terms that expire March 31, 2021.

Application for **Business Permit Change** is only required if a change is being made to the name, trade status or qualifying licensee of a business for which an **active** status Business Permit is already in place. A new application for Initial Business Permit is required if a Business Permit previously issued is in **expired** status for more than three (3) years (even if a change is being made to the name, trade status or qualifying licensee of that business). Contact the Board office for Business Permit reactivation if the Business Permit has been expired for less than three (3) years.

To ensure expeditious approval, **properly executed Business Permit Change applications must be received at the Board office ten (10) business days in advance of the next scheduled monthly meeting** of the Board of Examiners of Electrical Contractors. Scheduled meeting dates may be found via the link entitled "Meetings" on the home page of the Board's Web Site at www.njconsumeraffairs.gov/elec/Pages/default.aspx.

Business Permit Change Application must be completed and neatly typewritten or printed. Electrical Contractor must sign application under item number 5.

Affidavit "A" must be properly executed and notarized under item number 11. If person executing Affidavit "A" is other than the licensed electrical contractor, then electrical contractor must sign and execute Affidavit "B".

Paragraph titled "AFFIDAVIT" should be thoroughly read and understood.

Surety Bond must be signed by the electrical contractor where "Principal" is designated and bond number must be inserted where indicated at the top of the form.

- Both the Principal and Witness must sign the bond where indicated.

Certificate of general liability insurance in the minimum amount of \$300,000 or bank letter of credit in the minimum amount of \$300,000 must be enclosed.

- Be aware that the Certificate of General Liability Insurance must list the Board of Examiners of Electrical Contractors as the certificate holder.

Federal Tax Identification Number must be provided to the Board office.

Additional Notarized Affidavit must be provided by the electrical contractor stating that all electrical work contracted by the licensee under the former business name is completed and inspected, or will be completed and inspected, under the new name.

Applicant Must Enclose

For Individual Proprietorship:

- A copy of the trade-name certificate filed with the County Court House in the county where business is located.

For Corporations:

- A copy of incorporation papers filed with the State of New Jersey Division of Revenue/Commercial Recording.
- If it is more than one year from the date the incorporation papers were filed, please submit a Certificate of Good Standing in lieu of incorporation papers filed with the State of New Jersey.
- If assistance is needed in obtaining a Certificate of Good Standing, you may call State of New Jersey, Division of Revenue/Commercial Recording at (609) 633-8296.

Out-of-State Corporation

- Must provide a copy of its incorporation papers plus a Certificate of Authority To Do Business in New Jersey filed with the State of New Jersey, Division of Revenue/Commercial Recording.
- If it is more than one year from the date the Certificate of Authority To Do Business in New Jersey was filed, you must obtain and submit a new Certificate of Authority To Do Business in New Jersey.
- If assistance in obtaining a Certificate of Authority is needed, you may contact the State of New Jersey, Division of Revenue/Commercial Recording at (609) 292-9292.

All Fee Payments must be made payable to the State of New Jersey. Please send separate checks/money orders for each payment.

Return of Pressure Seals

Pressure Seals must be returned to the Board of Examiners of Electrical Contractors when:

- The licensee no longer holds a position as a qualifying licensee for the business for which the pressure seal was issued.
- The licensee's employment has been terminated or the licensee has resigned from the business entity for which the pressure seal was issued.
- A licensee receives confirmation that a new Business Permit has been issued following submission of an application for a Business Permit Change.
- As soon as a Business Permit or prerequisite Electrical Contractor's license enters Inactive or Expired status.
- Any time General Liability Insurance or Surety Bond is allowed to lapse or is cancelled for any reason.
- If a permitted business ceases business operations for any reason.
- When required by the Board as the result of disciplinary action.

Refer to N.J.A.C. 13:31-3.3 for additional details.



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N.J.A.C 13:31-1.6 Fee Schedule

Business Permit Fee	
Permit Issue Date	Total Fee Due
April 1, 2018 - March 31, 2021	\$352.00
April 1, 2019 - March 31, 2021	\$320.00
April 1, 2020 - March 31, 2021	\$52.00

Important Note:

Following issuance, all Business Permits have an expiration date of March 31, 2021. The dates/fees above refer to the date the Business Permit is to take effect.

The current triennial renewal period runs from April 1, 2018 through March 31, 2021. If this Business Permit application is submitted in the first year of the current triennial renewal period, the application fee is \$352.00. If this application is submitted during the second year of the triennial renewal period, the fee is \$320.00, and if it is submitted in the third year of the triennial renewal period, the fee is \$50.00.

Please send a certified check, postal money order or express money order payable to the State of New Jersey and mail it to:

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Application for Business Permit Change

Please type or print clearly.

Date _____

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

- 1. Name of business _____
2. Trading as:
[] Individual _____ [] Corporation _____
[] Limited Liability Company (L.L.C.) _____ [] Franchise _____
[] Partnership _____ [] Other (Explain) _____

A copy of the trade name certificate must be attached to this application if the business name is other than that of the licensee, or a copy of the incorporation papers filed with the Department of the Treasury, Division of Commercial Recording, must be attached.

3. Federal Tax Identification Number: _____ Internet address: _____

4. Business address: _____
Street address City State ZIP code

5. Name and license number of the Electrical Contractor who is seeking this permit:
Name License number Signature of Electrical Contractor

6. Has this company ever been issued a business permit under any other license number? [] Yes [] No

If "Yes," give the license number: _____

7. Principal place of business: _____
Street address City State ZIP code Telephone number (include area code)

8. If this application is not being submitted for a corporation, please provide the name and address of each individual, partner, trustee, receiver, executor or other person in whom ownership will be vested.

Table with 5 columns: Name of owner, Street address, City, State, ZIP code. Multiple rows for listing owners.

If this application is being submitted for a corporation, please provide the following information.

(a) What is the name and address of the registered agent of the corporation? _____

(b) What is the date of incorporation and the location, if other than in New Jersey? _____

(c) If you are filing for a foreign corporation, is it registered to do business in New Jersey? Yes No

If "Yes," please provide the date of registration in New Jersey. _____

Provide the names of all of the officers and, in addition, the owners of 10% or more of the stock.

(d) President _____ (g) Treasurer _____

(e) Vice-President _____ (h) Others _____

(f) Secretary _____

9. **Please enclose a bond.** In addition to such other bonds as may otherwise be required, any person engaged in the business of electrical contracting under the provisions of this act shall not undertake to do any electrical work in the State of New Jersey or any political subdivision thereof unless and until he/she shall have entered into bond in favor of the State of New Jersey, in the sum of \$1,000.00, executed by a surety company authorized to transact business in the State of New Jersey approved by the Department of Banking and Insurance, and to be conditioned on the faithful performance of the provisions of this act. The board shall, by rule and regulation, provide who shall be eligible to receive the financial protection afforded by said bond. The aforesaid bond shall be for the term of 36 months and must be renewed upon expiration for the ensuing 36 months. (Source: L. 1962, c. 162, § 19 as amended by L. 1962, c. 185, §16.) **(N.J.S.A. 45:5A-19.)**

10. **Please enclose a certificate of general liability insurance or a bank letter of credit.** Every person who holds a Business Permit for electrical work pursuant to P.L. 1962, c. 162 (C. 45:5A-1 et seq.) shall secure, maintain and file with the board a certificate of general liability insurance in the minimum amount of \$300,000 or a bank letter of credit in the minimum amount of \$300,000.

Affidavit

11. Affidavit A, below, must be executed by the owner, or a partner, as listed in Item 2 of this application or by a principal officer as listed in Item 8 if the business is owned by a corporation. If the person executing Affidavit A is **not** also the Licensed Electrical Contractor then, in addition, the Licensed Electrical Contractor must execute Affidavit B.

Each affidavit must be sworn to before a notary public or other authorized officer.

I do solemnly swear and affirm that the answers and statements made in this form are true and correct to the best of my knowledge and belief.

<p style="text-align: center;">Affidavit A (See Item 11 above)</p> <hr/> <p style="text-align: center;">Name of Business (If a corporation, please give the exact legal title.)</p> <hr/> <p style="text-align: center;">Signature of owner or officer (Check title below)</p> <p><input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Trustee <input type="checkbox"/> Receiver <input type="checkbox"/> Lessee <input type="checkbox"/> Secretary <input type="checkbox"/> Executor president</p> <p>Sworn and subscribed to before me this _____ day of _____,</p> <hr/> <p style="text-align: center;">Name of Notary Public (please print)</p> <hr/> <p style="text-align: center;">Signature of Notary Public</p> <hr/> <p>My commission expires _____</p>	<p style="text-align: center;">Affidavit B (See Item 11 above)</p> <p>Signed _____ Licensed Electrical Contractor</p> <p>Sworn and subscribed to before me this _____ day of _____,</p> <hr/> <p style="text-align: center;">Name of Notary Public (please print)</p> <hr/> <p style="text-align: center;">Signature of Notary Public</p> <hr/> <p>My commission expires _____</p>
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Affidavit A must be executed on every application.

Notary's Seal	To Notary Public: Please make sure that the person taking the oath has read all of Item 11.	Corporation Seal (if any)	To Notary Public: Please make sure that the person taking the oath has read all of Item 11.	Notary's Seal
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12. The current triennial renewal period runs from April 1, 2018 through March 31, 2021. If this Business Permit application is submitted in the first year of the current triennial renewal period, the application fee is \$150.00. If this application is submitted during the second year of the triennial renewal period, the fee is \$100.00, and if it is submitted in the third year of the triennial renewal period, the fee is \$50.00.

Please send a certified check, postal money order or express money order payable to the State of New Jersey and mail it to:

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IMPORTANT NOTICE!

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**Law Requires Every State - Licensed
 Electrical Contractor Holding A Business Permit To Secure A
 Pressure Seal**

Pursuant to N.J.S.A. 45:5A-6, the Board of Examiners of Electrical Contractors adopted a rule, N.J.A.C. 13:31-3.3, which requires that a pocket pressure seal be furnished to every State-licensed electrical contractor with a Business Permit. The cost of the seal is \$25.00 and must be paid for by the Electrical Contractor to whom it is issued. A certified check or money order in the amount of \$25.00, payable to State of New Jersey, must be forwarded to this office.

Upon receipt of the fee, the pressure seal will be mailed to the address provided by the licensee along with the fee.

The seal shall be used exclusively by the State-licensed Electrical Contractor in the conduct of his/her business and must be impressed upon all applications for electrical inspections.

No person other than the Electrical Contractor to whom the license and Business Permit shall have been issued by the Board shall have the right to use the pressure seal. Any violation of the provision shall subject first, the person wrongfully using such; and secondly, the licensee who willfully or negligently allows such unlicensed and unauthorized person to use said seal, to such penalties granted to the Board by N.J.S.A. 45:5A-1 et seq.

Licensed Electrical Contractors who do not possess a Business Permit are not required to secure a pressure seal.

PLEASE TYPE OR PRINT CLEARLY.

 Signature of Licensee

 Please Print Name of Licensee

 Print Name of Company Endorsed by Licensee

 Print Business Address - Do **not** use a Post Office Box Number

 License Number **(RETURN THIS LETTER WITH THE LICENSEE'S SIGNATURE AND PAYMENT FOR THE SEAL)**



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Sample Bond

Bond No. _____

Know all these men by these present, that we,

_____ of the City of _____ County of _____ and State of _____

Principal, and _____, a Surety company duly authorized to transact business in the State of New Jersey, as Surety, are held and firmly bound unto the **State of New Jersey**, its municipal successors and assigns, in the just and true sum of **(\$1,000.00) dollars**, lawful money of the United States of America, to which payment well and truly made, we do hereby bind and obligate ourselves, our and each of our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these present.

Sealed with our seals and dated this _____ day of _____,

The condition of this obligation is such, that

whereas the above bounden _____ Principal, has appeared before the Board of Examiners of Electrical Contractors, of the State of New Jersey and has been licensed as an electrical contractor under the provisions of "P.L. 1997, c.305, N.J.S.A. 45:5A-1 et seq." and amendments thereto and in consideration of the representations made in the application, the said Principal has been licensed as an electrical contractor in the State of New Jersey and has agreed to comply with the aforesaid statute and amendments that may be adopted by the Board of Examiners of Electrical Contractors.

Now therefore, if the said

Principal shall truly, properly and satisfactorily perform the duties prescribed for electrical contractors under the terms of the aforesaid act and amendments thereto and comply with the aforesaid statute and amendments that may be made thereto and all rules and regulations which may have been or may be adopted by the Board of Examiners of Electrical Contractors, then this obligation to be void, otherwise to be and remain in full force and virtue.

The term of this bond is from _____ to _____.

It is mutually understood and agreed between all parties hereto that if the Surety shall so elect, this bond may be cancelled by giving thirty (30) days notice in writing to the said Obligee and this bond shall be deemed cancelled at the expiration of said thirty (30) days, the said Surety remaining liable for all or any act or acts covered by this bond, which may have been committed by the Principal up to the date of such cancellation, under the terms, conditions and provisions of this bond.

Signed, sealed and delivered in the presence of

By _____
Witness

Principal



Affix seal here