

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, 2027.

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 in corporation 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.



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



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

Business Permit Fee			
Permit Issue Date	Total Fee Due		
April 1, 2024 - March 31, 2027	\$352.00		
April 1, 2025 - March 31, 2027	\$320.00		
April 1, 2026 - March 31, 2027	\$"52.00		

Important Note:

Following issuance, all Business Permits have an expiration date of March 31, 2027. The dates/fees above refer to the date the Business Permit is to take effect.

The current triennial renewal period runs from April 1,2024 through March 31,2027. 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:

Board of Examiners of Electrical Contractors P.O. Box 45006 Newark, NJ 07101



New Jersey Office of the Attorney General Division of Consumer Affairs

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



Application for Business Permit Change

	Please type or print clearly.		Date_		
Inf	ormation that you provide on this applica	tion may be subject to public o	isclosure as require	d by the Open Publi	c Records Act (OPRA
1.	Name of business				
2.	Trading as:				
	☐ Individual		Corporation		
	☐ Limited Liability Company (L.L.C	C.)	Franchise		
	Partnership		_		
A c	copy of the trade name certificate must be incorporation papers filed with the Department	attached to this application if artment of the Treasury, Divis	he business name is ion of Commercial	other than that of the Recording, must be	ne licensee, or a copy attached.
3.	Federal Tax Identification Number:		E-mail address:		
4.	Business address:				
		Street address	City	State	ZIP code
5.	Name and license number of the Electronic	rical Contractor who is seeking	g this permit:		
	Name	License number		Signature of Fl	ectrical Contractor
_					
6.	Has this company ever been issued a b	usiness permit under any othe	r license number?	☐ Yes	□ No
	If "Yes," give the license number:				
7.	Principal place of business:				
		Street address City	State	ZIP code Teleph	one number (include area code)
8.	If this application is not being submitrustee, receiver, executor or other pers	on in whom ownership will b	e vested.		_
	Name of owner	Street address	City	State	ZIP code
	Name of owner	Street address	City	State	ZIP code
	Name of owner	Street address	City	State	ZIP code
	Name of owner	Street address	City	State	ZIP code
	If this application is being submitted for (a) What is the name and address of the		_	ormation.	
	(b) What is the date of incorporation a	and the location, if other than	n New Jersey?		

	(c) If you are filing for a foreign corporat	ion, is it registered	to do business in N	ew Jersey?] No
	If "Yes," please provide the date of re	gistration in New Je	ersey.		
	Provide the names of all of the office	rs 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 electric contracting under the provisions of this act shall not undertake to do any electrical work in the State of New Jersey or any politic 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 as 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 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.	0. Please enclose a certificate of general liability insurance or a bank letter of credit. Every person who holds a Business Perm 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.				board a certificate of
		Affi	davit		
11.	Affidavit A, below, must be executed by the listed in Item 8 if the business is owned by Contractor then, in addition, the Licensed 1	y a corporation. If Electrical Contracto	the person execution must execute Aff	ng Affidavit Ā is not also the idavit B.	a principal officer as Licensed Electrical
	Each affidavit must be	e sworn to before a	notary public or	other authorized officer.	
and	I do solemnly swear and affirm that the ansbelief.	swers and statement	s made in this forn	n are true and correct to the bo	est of my knowledge
	Affidavit A (See Item 11 abo	ove)		Affidavit B (See Item 11 abo	ove)
	Name of Business (If a corporation, please give the ex	act legal title.)	Signed	Licensed Electrical Contractor	
	Signature of owner or officer (Check title belov	v)	Sworn and subscrib	ped to before me this	
	Owner Partner Trustee Lessee Secretary Executor pro	Receiver		· · · · · · · · · · · · · · · · · · ·	
Sw	orn and subscribed to before me this	osident		,·	
	of ,			Name of Notary Public (please print)	
auj			-	Signature of Notary Public	
	Name of Notary Public (please print)				
	Signature of Notary Public		My commission ex	pires	
My	commission expires				
	Affida	vit A must be e	xecuted on eve	ry application.	
Not	To Notary Public: Please make sure that the person taking the oath has read all of Item 11.		n Seal (if any)	To Notary Public: Please make sure that the person taking the oath has read all of Item 11.	Notary's Seal

12. The current triennial renewal period runs from April 1, 2024 through March 31, 2027. 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:



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



IMPORTANT NOTICE!

PLEASE TYPE OR PRINT CLEARLY.

IMPORTANT NOTICE!

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 <u>Business Permit</u>. 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.

Signature of Licensee	
Please Print Name of Licensee	
Print Name of Company Endorsed by Licensee	
Print Business Address - Do not use a Post Office Bo	x Number
(RETURN THIS LETTER WITH	THE LICENSEE'S SIGNATURE AND PAYMENT FOR THE SEAL)

Sample Bond

	Bond No		
Know all these men by these present, that we,			
of the City of	County of	and State of	
Principal, and	of New Jersey, as Surety, are held and firm am of (\$1,000.00) dollars, lawful money	aly bound unto the State of New Jersey , its of the United States of America, to which	
Sealed with our seals and dated this	day of		
The condition of this obligation is such, that			
whereas the above bounden	of Electrical Contractors, of the State of 17, c.305, N.J.S.A. 45:5A-1 et seq." and a 18 Principal has been licensed as an electr	amendments thereto and in consideration ical contrator in the State of New Jersey	
Now therefore, if the said			
Principal shall truly, properly and satisfactorily perform and amendments thereto and comply with the aforesaid s may have been or may be adopted by the Board of Exar remain in full force and virtue.	statute and amendments that may be made	thereto and all rules and regulations which	
The term of this bond is from	to		
It is mutually understood and agreed between all p giving thirty (30) days notice in writing to the said Obligee said Surety remaining liable for all or any act or acts corof such cancellation, under the terms, conditions and pro-	and this bond shall be deemed cancelled at wered by this bond, which may have been	the expiration of said thirty (30) days, the	
Signed, sealed and delivered in the pres	sence of	_	
ByWitness		Affix seal here	
Principal			