



How to make an information changeover on an Electrical License

Step One: Compile the documents required to prove you have established an electrical business in the City of New York, listed in Checklists “D”, “E”, or “F”.

Step Two: Make an appointment with the Licensing Unit to review the required documents by calling (212) 566-4100 After the Licensing Unit has reviewed documentation, staff will schedule an appearance for the applicant before the Electrical License Board which will make the final determination on the request for changeover.

Step Three: After you receive notice that the Board has approved your changeover, make an appointment at the Licensing Unit to pick up a new license.

Fees to be paid when license is issued: New License \$310.

Checklist D –Changeover To a New Corporate Name	Checklist E – Changeover To a New Business Name (Sole Proprietorship/ Partnership)	Checklist F – Reissue – To Reestablish a license after it has been shelved
1. 1 passport photo	1. 1 passport photo	1. 1 passport photo
2. License Application	2. License Application	2. License Application
3. Certificates of Insurance*	3. Certificates of Insurance *	3. Certificates of Insurance *
4. LIC-33 Business Address Verification form	4. LIC-33 Business Address Verification form	4. LIC-33 Business Address Verification form
5. A copy of the original filing receipt from the Department of State under the new corporate name	5. An original business certificate from the office of the County Clerk in which the business is located.	5. Proof of involvement in the electrical industry during the time license was shelved. Must include employment letters signed and sealed by the licensee of each business or company and W-2s.
6. A certified copy of the Certificate of Incorporation for the corporation. *	6. A receipt showing that all filing and inspection fees are paid in full.	6. A copy of the original filing receipt from the Department of State under the new corporate name
7. A notarized transcript of the minutes of the board of directors meeting indicating names, titles and home addresses for all officers of the corporation elected at the meeting. The applicant must be listed as one of the officers of the corporation.	7. A notarized letter from the owner of the former firm stating how the firm will be disposed.	7. A certified copy of the Certificate of Incorporation for the corporation.
8. A notarized letter from the president of the corporation stating that there are no liens, lawsuits or bankruptcy proceedings against the firm.	8. A notarized letter from the owner of the firm stating that there are no liens, lawsuits or bankruptcy proceedings against the firm.	8. A notarized transcript of the minutes of the board of directors meeting indicating names, titles and home addresses for all officers of the corporation elected at the meeting. The applicant must be listed as one of the officers of the corporation.
9. A receipt showing that all filing and inspection fees are paid in full.	9. If there is more than one licensee, a letter designating one master electrician as the responsible representative of the firm. (§27-3013 (a)(1) NYC Electrical Code)	9. If there is more than one licensee, a letter designating one master electrician as the responsible representative of the firm. (§27-3013 (2)(4) NYC Electrical Code)
10. A notarized letter from the president of the former corporation stating how the firm will be disposed.	10. Removal of all violations associated with the former firm.	
11. If there is more than one licensee, a letter designating one master electrician as the responsible representative of the firm. (§27-3013 (a)(1) NYC Electrical Code)		
12. Removal of all violations associated with the former firm.		

* See [Guidelines For Licensees on Keeping Insurance Current](#).