



Electrical Master Permit Program Facility Registration/Update

DATE Submitted Required: _____ **Submitted By:** _____

1. You **MUST** submit an informational update every year to maintain your Electrical Master Permit.

Client Name & Address:	Name:	Address:
	City:	State / Zip:
Each Facility Name & Address ** (Use additional form, if needed)	1. Name:	Address:
	2. Name:	Address:
	3. Name:	Address:
Facility Owner (if different): Name:		Address:
Applicant ** Required	Name:	<u>CIRCLE ONE:</u> Owner / Manager / Contractor
	Cell #:	Email:
Responsible Party ** Required (Responsible for Monthly Reports and Electrical Installations)	Name:	
	Cell #:	Email:
Accounts Payable Rep. (Invoice/Statement) ** Required ** <i>Payment Invoice by Email</i> <input type="checkbox"/> Yes	Name/Position:	P.O./Address
	Phone:	Email:
Inspection Contact ** Required (Onsite person for inspections)	Name:	Electrical License #:
	Cell #:	Email:
FACILITY Electrical Signer EE, PE or GS **Contractors do not sign here** (if none, enter None)	Name:	Cell:
	Signature:	License #:

2. The information below is **REQUIRED** for the Inspector to securely perform his inspections.

Please list all electrical personnel employed. (This section does not apply to electrical contractors.)		
Do you have Journeyman Electrician(s) working as an LME? (YES or NO)		
Name:	License Type:	License #:
Name:	License Type:	License #:
Name:	License Type:	License #:
Name:	License Type:	License #:
Please list name(s) of contractor(s) whose work will be included under the master permit registration.		
Contractor Name:		Type of Work:
Contractor Name:		Type of Work:



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3. A written agreement (contract) **MUST** be in affect with each Contractor performing work under this Master Permit. Attach a copy of each written agreement with this update form.

4. If your facility consists of more than one building, a site map of your facility that depicts the locations of all structures, **MUST** be submitted with this form. (You can use the space below to draw a site diagram of your facility or attach a drawing or map of your facility).

5. Attach a copy of each Electrician's license with this update (pictures are acceptable as well and multiple licenses on one page is fine).