



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.

Facility Name & Address:	Name:	Address:
	City:	State / Zip:
Address of Each Additional Facility ** (Use additional form, if needed)	1. Name:	Address:
	2. Name:	Address:
	3. Name:	Address:
Facility Owner / Client Name:	Address:	
Applicant ** Required	Name:	CIRCLE ONE: Owner / Manager / Contractor
	Cell #:	Email:
Responsible Party ** Required (Responsible for Monthly Reports and Electrical Installations)	Name:	
	Cell #:	Email:
Financial Responsible Party (Facility or Contractor)	Facility:	Name:
	Contractor:	Name:
Accounts Payable Processor (US Mail Only Statements)	Name/Position:	P.O / Address:
	Phone:	Email:
Inspection Contact ** Required (Onsite person for inspections)	Name:	Electrical License #:
	Cell #:	Email:
FACILITY Electrical Signer EE, PS 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. <i>(This section does not apply to electrical contractors.)</i>		
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 simple 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 simple 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).