

Electrical Program  
PO Box 44460  
Olympia WA 98504-4460

## Instructions:

Submit all items as a complete package or we will be unable to process your application. The business name must be ***exactly the same on all documents.***

A complete Application for Electrical Contractor's License includes:

1. The application must be filled out ***completely*** including:
  - a. **Uniform Business Identifier (UBI) number.** Issued by the [Business Licensing Service](#) of the [Department of Revenue](#). You will also need this number to obtain a bond.
  - b. **Corporation, Limited Liability Corporation (LLC) or Limited Liability Partnership (LLP).** You must be properly registered with the [State of Washington Secretary of State Corporations Division](#) (this includes corporations from out-of-state). If you change corporation officers, you must ***officially*** notify the Secretary of State Corporations Division ***and*** supply written notification to the Labor and Industries Electrical Licensing Section. Failure to notify both parties could delay your company's ability to buy permits and request inspections.
  - c. **Application fees.** \$319.20 total. [\$277.60 for Electrical Contractor License (GL 1450) and \$41.60 for Administrator/Master Assignment (GL 1555).]
  - d. **Industrial Insurance Account Number.** If you have employees or plan to hire employees, you must the Industrial Insurance Account Number from the Insurance Services Division of Labor and Industries.
2. **Designated Administrator or Master Electrical.** Complete the [Assignment/Unassignment of Administrator/Master Certificate](#) form and submit with the electrical contractor application (fee is included in the above \$319.20. Only one administrator/master can be ***assigned*** to the business at a time. The duties of the administrator/master as detailed in [RCW 19.28.061](#).
3. **Electrical/Telecommunication Contractor's Bond to the State of Washington.** Complete form [F500-019-000](#) (see instructions under 3a).

**OR**

**Electrical/Telecommunications Contractor Assignment of Savings Account.** Complete form [F500-020-000](#) (see instructions under 3b).

- a. The **Bond** (submit original only, no copies) must:
  - Be completed (typed) by your bonding agent and ***must*** include the effective date, ***the bonding company representative's signature***, the seal of the bonding company and power of attorney.
  - Have no errors, whiteouts, alternations or additions on the form.

- State the name of the principal, partners, or corporation and the business name of the contracting company. The business name must **exactly** match the business name listed on the application (See **NOTE** below).
- b. In lieu of a bond, you may submit an **Assignment of Savings Account**. The Assignment of Savings Account (submit original only, no copies) must:
- Be completed (typed) by your financial institutions authorized representative and that person's signature **must be notarized**.
  - This savings account assignment must be for the sum of \$4,000 to the State of Washington. These funds cannot be released to anyone until 1 year after the contractor's license is expired, revoked, or the owner notified the department in writing that the company is no longer doing electrical contracting business in the state of Washington providing there is no pending legal action.
  - Have no errors, whiteouts, alternations or additional on the form.
  - State the name of the principal, partners, or corporation and the business name of the contracting company. The business name must **exactly** match the business name listed on the application (See **NOTE** below).

**NOTE:**

- Individual Proprietorship example:
  - Mark Jones (principal), DBA Jones Communication (business name).
- Partnership example:
  - John Smith and Henry Jones (principals), DBA Smith and Jones Cabling (business name).
- Corporation, LLC, or LLP example:
  - Empire Corporation (principal), registered trade name: Network Communications (business name).

Visit our website [www.Lni.wa.gov](http://www.Lni.wa.gov) for more information and services such as:

- Internet access for **licensed contractors** to purchase permits online using Electronic Permits Inspection Service. Go to <http://www.lni.wa.gov/FormPub/Detail.asp?DocID=1795> to download the application.
- You can renew your electrical license or certificate at [www.Lni.wa.gov/Licensing](http://www.Lni.wa.gov/Licensing). Credit card payment required.
- Go to [www.Lni.wa.gov/Contractors](http://www.Lni.wa.gov/Contractors) to check status of a license for a company or person.
- Obtain the electrical laws and rules, chapter [19.28 RCW](#) and [296-46B WAC](#) by clicking on Electrical Rules, Policies, and Laws.
- Easily keep informed about the electrical industry in Washington and receive automatic email notices by joining the electrical listserv at <http://listserv.wa.gov/archives/electrical.html> then click "join or leave the list."

**See the next page of a list of the Types of Electrical Contractor License**

**Types of Electrical Contractor License** (see [WAC 296-46B-920](#) for specific details):

<b>General electrical (01):</b>	Encompasses all types of electrical installations.
<b>Residential (02):</b>	Limited to the wiring of one and two family dwellings, or multifamily dwellings not exceeding three floors above grade. All wiring is limited to nonmetallic-sheathed cable.
<b>Pump and Irrigation (03):</b>	Limited to pumps and irrigating systems.
<b>Domestic Well (03A):</b>	Limited to residential water pump controls for pumps that do not exceed 7 ½ horsepower at 230 volts AC single phase.
<b>Signs (04):</b>	Limited to placement and connection of electric signs and outline lighting.
<b>Limited Energy System (06):</b>	This specialty is restricted to low-voltage circuits including fire protection signaling systems, intrusion alarms, amplified sound, and similar limited energy system.
<b>HVAC/Refrigeration Limited Energy System (06A):</b>	Limited to the installation of low-voltage controls for and repairs of HVAC or refrigeration equipment.
<b>HVAC/Refrigeration (06B):</b>	Limited to the installation, maintenance and repair of low voltage class 2 HVAC/R controls and cables; and internal line voltage components for furnaces, heat pumps and similar HVAC/R equipment supplied by a circuit not to exceed 250 volt 120 amp single phase.
<b>Nonresidential Maintenance (07):</b>	Limited to maintenance, repair and replacement of existing electrical equipment and conductors on industrial or commercial premises.
<b>Nonresidential Lighting Maintenance and Lighting Retrofit (07A):</b>	Limited to working within the housing of existing nonresidential lighting fixtures for maintenance, repair, retrofit upgrades.
<b>Residential Maintenance (07B):</b>	Limited to working within the housing of existing lighting fixtures, ranges, electric heaters, and similar appliances in residential dwellings.
<b>Restricted Nonresidential Maintenance (07C):</b>	Limited to the maintenance, repair, or replacement of existing luminaires, or appliances operating at a maximum of 250 volts, 60 amperes, single phase, or 277 volts, 20 amps for lighting branch circuits only.
<b>Appliance Repair (07D):</b>	Restricted to servicing, maintaining, repairing or replacing household appliances, small commercial/industrial appliances and other small utilization equipment that operates at a maximum of 250 volts, 60 amperes, single phase.
<b>Equipment Repair (07E):</b>	Restricted to servicing, maintaining, repairing, or replacing utilization equipment that is connected as a single unit to a single source of electrical power limited to a maximum of 600 volts.
<b>Door, gate, or similar systems (10):</b>	Limited to the installation of electric gates, doors, windows, awnings, movable partitions, curtains and similar systems. Circuits from controller to equipment only.

**NOTE:** If you are doing other non-electrical type work you may also need to be registered with the Contractor Registration Section as well. For more information, see [RCW 18.27](#) or contact them at 360-902-5226.

**Mail Application and Fee to:**

Electrical Program  
PO Box 44460  
Olympia WA 98504-4460  
[www.Lni.wa.gov/Electrical](http://www.Lni.wa.gov/Electrical)

Mail a check or money order payable to Department of Labor and Industries for **\$319.20**.

Electrical Contractor License (GL 1450)	\$277.60
Administrator/Master Assignment (GL 1555)	\$41.60
<b>Total Due:</b>	<b>\$319.20</b>

Business Name <i>(Limited to 30 characters – if more than 30 character, name will be abbreviated)</i>	Phone Number
Business Mailing Address	City State Zip Code
Name of <b>Designated Administrator/Master</b> to be assigned to the business	UBI Number

**Indicate your business structure** (check one)

- Individual Proprietorship     
  Corporation     
  Partnership  
 Limited Liability Corporation (LLC)   
  Limited Liability Partnership (LLP)

**Check the type of electrical contractor's license you are applying for:** (check one)

(See [WAC 296-46B-920](#) for scope-of-work details)

- |   |   |
|---|---|
| <input type="checkbox"/> (01) General                                   | <input type="checkbox"/> (07) Nonresidential Maintenance                      |
| <input type="checkbox"/> (02) Residential                               | <input type="checkbox"/> (07A) Nonresidential Lighting Maintenance & Retrofit |
| <input type="checkbox"/> (03) Pump and Irrigation                       | <input type="checkbox"/> (07B) Residential Maintenance                        |
| <input type="checkbox"/> (03A) Domestic Well                            | <input type="checkbox"/> (07C) Restricted Nonresidential Maintenance          |
| <input type="checkbox"/> (04) Signs                                     | <input type="checkbox"/> (07D) Appliance Repair                               |
| <input type="checkbox"/> (06) Limited Energy System                     | <input type="checkbox"/> (07E) Equipment Repair                               |
| <input type="checkbox"/> (06A) HVAC/Refrigeration Limited Energy System | <input type="checkbox"/> (10) Door, Gate, and Similar Systems                 |
| <input type="checkbox"/> (06B) HVAC/Refrigeration – Restricted          |   |

**Select "Yes" or "No" to the following questions:**

- Are you currently licensed as an electrical contractor with the agency?  Yes     No
- If yes, enter your previous license number: \_\_\_\_\_
- Do you want your previous license placed in the relicensed status?  Yes     No
- Do you want your previous license maintained as a separate license?  Yes     No
- Do you currently utilize contractor deposit (CD) accounts?  Yes     No
- If yes, do you want to transfer any remaining funds in the account to the new license?  Yes     No
- Will you use the Electrical internet services?  Yes     No
- Do you plan to hire or do have employees?  Yes     No
- If yes, you **must** enter you Industrial Insurance Account Number: \_\_\_\_\_

Print Applicant's Name

Applicant's Signature

Applicant's Fax Number *(include area code)*

Email Address

**Business Type** (Check only one):

**Individual Proprietorship** (Name of the individual, not the business name)

Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code

**Partnership** (Names of each partner)

1 <sup>st</sup> Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code
2 <sup>nd</sup> Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code
3 <sup>rd</sup> Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code

**Corporation**

Names must match those listed with the Corporate Division in the Office of the Secretary of State (SOS). If you change corporate officers, you must **officially** notify the Office of Secretary of State. Electrical Licensing & Certification must also be officially notified either by letter or contractor renewal notice submitted **after** the change is recorded by SOS.

All corporations and limited liability companies, and out of state limited liability partnership doing business in Washington must have a registered agency with a Washington State address. The registered agency may be an individual or any other organization registered by the SOS to do business in Washington.

Name of Corporation	Federal Tax Identification Number	Phone Number (include area code)	
Mailing Address of Principal Office	City	State	Zip Code
Registered Agent (Last name, First name, Middle initial)	Social Security/UBI Number	Phone Number (include area code)	
Physical Address (not a PO Box)	City	State	Zip Code
President's Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code
Vice President's Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code
Secretary's Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code
Treasurer's Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code

LLC     LLP

Names must match those listed with the Corporate Division in the Office of Secretary of State (SOS). If you change corporate officers, you must **officially** notify the SOS. Electrical Licensing and Certification must also be officially notified either by letter or contractor renewal notice submitted **after** the change is recorded by the SOS.

Name of Corporation	Federal Tax Identification Number	Phone Number (include area code)	
Mailing Address of Principal Office	City	State	Zip Code
Registered Agent (Last name, First name, Middle initial)	Social Security/UBI Number	Phone Number (include area code)	
Physical Address (not a PO Box)	City	State	Zip Code
Member's Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code
Member's Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code
Member's Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code
Member's Name (Last name, First name, Middle initial)	Social Security Number	Phone Number (include area code)	
Mailing Address	City	State	Zip Code

**If you have any questions, please contact the Department of Labor and Industries Tumwater office at 360-902-5269.**

For Agency Use Only				
SPEC CODE	Effective Date	Expiration Date	Licensed Number Issued	Processor Initials
	Administrator/Master Certificate Number	Cross Reference With		Date Processed
Processed through email box? <input type="checkbox"/> Yes <input type="checkbox"/> No				