

# City of Port Jervis, New York



Building Department Offices

PO Box 1002

20 Hammond Street

Port Jervis NY 12771

(845) 858-4000 Ext 4080

Fax # (845) 856-6913

[www.portjervisny.org](http://www.portjervisny.org)

## INSTRUCTIONS FOR ONE-TIME ELECTRICIAN'S LICENSE

- 1) Application fee \$300.00, Non-refundable, check made payable to the City of Port Jervis.
- 2) If applicant fee for a one-time license is approved by the Board of Electrical Examiners, the fee for the issuance of the one-time License is one percent (1%) of the estimated cost of the work as stated on the building permit application or one thousand (\$1000.00), whichever is greater.
- 3) Such one-time license shall be valid only for a specific contract or job, at a specific location, and shall expire upon issuance of a Certificate of approval for the work covered by the contract of the job.
- 4) A building permit is required for all electrical work. Fee will be calculated on the cost of the project.

## SUBMIT THE FOLLOWING INFORMATION WITH YOUR APPLICATION

- 1) Check made payable to the City of Port Jervis in the amount of \$300.00.
- 2) Copy of your current electrician's license(s).
- 3) Copy of your current Orange County, New York electrical license.
- 4) Name, address and telephone number of your licensing bureau/municipality. Note: You must be licensed by another municipality, with licensing standards and requirements equal to or more substantial than those of the City of Port Jervis, and/or Orange County, New York electrical license including examination.
- 5) Copy of current liability insurance and workmen's compensation insurance.
- 6) List of employees to work on the job location. If any changed occur, an amended list must be submitted to the Building Department.

The Board of Electrical Examiners meeting is held on the first Wednesday of each month at 5:45 P.M. Your application will be reviewed at that time. The Board is in recess during the months of July & August.