

**APPLICATION FOR REGISTRATION AS A STATE ELECTRICAL CONTRACTOR**

Please complete this form and provide to our office a copy of your State of Tennessee License and the Registration Fee in the amount of One Hundred and Fifty (\$150.00) Dollars made payable to The Metropolitan Government.

In accordance with the requirements of the State of Tennessee, House Bill No. 522, I/We hereby make application as a Registered State Electrical Contractor, to obtain Electrical Permits in Nashville and Davidson County.

Date \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

State of Tennessee License No. \_\_\_\_\_ Classification \_\_\_\_\_  
Classifications Required: CE; CE-B,H

Date of Expiration \_\_\_\_\_ Monetary Limitations \_\_\_\_\_

Qualifying Agent Designated by the State of Tennessee \_\_\_\_\_ Home Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Applicant Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I hereby certify that the above information is true to the best of my knowledge, and I further attest to the validity of the above signature.

\_\_\_\_\_  
Sole Proprietor, Partner or Corporate Officer must sign

PLEASE HAVE THIS FORM NOTARIZED:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Personally appeared before me, \_\_\_\_\_, a Notary Public in and for said State and County, the within named, \_\_\_\_\_ has the authority and thereby executed the within instrument for the purpose therein contained.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
NOTARY PUBLIC \_\_\_\_\_ My Commission Expires \_\_\_\_\_

APPROVED \_\_\_\_\_  
*Director, Department of Codes Administration* \_\_\_\_\_ *State Electrical Registration Number for Metro* \_\_\_\_\_  
\_\_\_\_\_  
*Date*

Incomplete applications will not be accepted. When submitting this Registration form please provide a copy of your State of Tennessee License and a check in the amount of One Hundred and Fifty Dollars (\$150.00) made payable to *The Metropolitan Government* for the Registration Fee. Please complete the application and deliver or mail to *The Department of Codes Administration, Metro Office Building, 800 - 2nd Avenue, South, P.O. Box 196300 Nashville, Tennessee 37219-6300.* If you should have any questions, please contact the Licensing Division at (615) 862-6598.

## INSTRUCTIONS FOR REGISTRATION AS A STATE ELECTRICAL CONTRACTOR

Before completing Steps I-VI, you must first have a State of Tennessee License with the Classification CE or CE-B or CE-H. If you do not hold one of these classifications, you will need to contact the Department of Commerce and Insurance, Board for Licensing Contractors, 500 James Robertson Parkway, Suite 110, Nashville, Tennessee 37243, Phone (615) 741-8307.

### STEP I

To apply for Registration as a Nashville and Davidson County State Electrical Contractor, please complete the “*Application For Registration as a State Electrical Contractor*”. The applicant who was administered the State of Examination must complete the form. The only State Electrical Classifications accepted in Nashville and Davidson County are **CE, CE-B-H**.

### STEP II

The sole proprietor, partner or corporate officer must sign the Registration form, verifying all information on the Registration form is true, and attest to the validity of the applicant’s signature.

### STEP III

The Registration form must be notarized by a Notary Public attesting to the validity of the applicant and/or sole proprietor, partner or corporate officer’s signature.

### STEP IV

No Registration will be approved by the Director of Codes Administration until the following documentation is provided. Incomplete Applications for Registrations will not be accepted.

- **Provide a copy** of your State of Tennessee Contractors License
- Affidavit from the State of Tennessee verifying Qualifying Agent for each classification
- Metropolitan Permit Bond - \$40,000 – **Original Bond Required**
- Certificate of Insurance, General Liability, minimum amount \$300,000 *Metro Codes* as “certificate holder”
- Davidson County Business License – 615-862-6050
- Local or Toll Free Telephone Number
- A Check in the amount of \$150.00 for the License Registration Fee, made payable to “*The Metropolitan Government*”
- The Permit Bond, Certificate of Insurance and Metropolitan Business License must be in the name displayed on the State of Tennessee License – no exceptions

This documentation is to be furnished to the Department of Codes & Building Safety, Administrative Office, before issuance of Electrical Permits.

### STEP V

Once approval is granted, the applicant will be allowed to obtain Electrical Permits.

Mail or deliver Registration with required information to:

The Department of Codes Administration  
Metro Office Building  
800 Second Avenue, South  
P.O. Box 196300  
Nashville, Tennessee 37219-6300  
Licensing Division: (615) 862-6598