

**METROPOLITAN GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY  
DEPARTMENT OF CODES ADMINISTRATION**

**METROPOLITAN ELECTRICAL CONTRACTOR APPLICATION FOR REGISTRATION  
Master Electrician, Equipment Installer or Low Voltage**

Name of Licensed Individual \_\_\_\_\_ Certificate Number \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Area Code Home Phone Number

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

\_\_\_\_\_  
Signature of Licensed Individual

In accordance with the requirements of the Metropolitan Code, Chapter 6, Section 6.20 and 140, I/We hereby make application as a Registered Metropolitan Electrical Contractor.

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

Firm's Address \_\_\_\_\_ Local/Toll Free Phone No. ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Will you be employed other than as the License Holder for the above listed firm? \_\_\_\_\_  
If so, by whom? \_\_\_\_\_ Number of hours per week? \_\_\_\_\_

I hereby certify that the above information is true to the best of my knowledge, and the above Metropolitan Electrical Contractor is employed full time, and I further attest to the validity of the above signature.

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

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 Chairman, Board of Electrical Examiners and Appeals  
\_\_\_\_\_  
Date Date

Licenses and Insurance Required: State General Contractors License Number \_\_\_\_\_  
Davidson County Business License Number \_\_\_\_\_  
Metropolitan Permit Bond (\$40,000 Bond) \_\_\_\_\_  
Certificate of Insurance (\$300,000 General) \_\_\_\_\_

Incomplete applications will not be accepted. When submitting this Registration, the Bond, Certificate of Insurance and Business License must be attached. Please complete the application and deliver to *The Department of Codes Administration, Metro Office Building, 800 2nd Avenue, South, Nashville, TN 37210., or mail to P. O. Box 196300, Nashville, Tennessee 37219-6300.*



## **METROPOLITAN ELECTRICAL INSTRUCTIONS FOR REGISTRATION**

Upon successful completion of the **Master Electrician, Equipment Installer or Low Voltage** examination, you must complete a Registration form and obtain your license. The license fees are as follows:

- **Master Electrician** **\$100.00**
- **Equipment Installer** **\$ 75.00**
- **Low Voltage** **\$ 75.00**

### STEP I

To apply for Registration as a Nashville and Davidson County Electrical Contractor, please complete the "*Application for Registration as a Electrical Contractor*". The applicant who holds the Master Electrician, Equipment Installer or Low Voltage Installer must complete the form.

### 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

A Notary Public attesting to the validity of the applicant and/or sole proprietor, partner or corporate officer's signature must notarize the Registration form.

### STEP IV

The Board of Electrical Examiners and Appeals will not approve registration until the following documentation is provided:

- Metropolitan Government/Davidson County Registration Form (enclosed)
- Metropolitan Government/Davidson County Permit Bond - \$40,000 (enclosed)
- Certificate of Insurance, General Liability, minimum amount \$300,000
- Davidson County Business License
- Local or Toll Free Telephone Number

### **Incomplete Applications for Registrations will not be accepted**

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

### STEP V

Once approval is granted, the applicant will be allowed to obtain Electrical Permits. The individual who holds the Davidson County License, and who is the Registered Applicant must sign any permits obtained.

Mail Registration with required information to:

Department of Codes Administration  
Metro Office Building  
P. O. Box 196300  
Nashville, TN 37219-6300  
615-862-6598

If you wish to deliver in person, the address is 800 2<sup>nd</sup> Avenue, South, Metro Office Building, 2nd Floor.

