

June 30, 2006

To: Electrical Contractors, and Other Involved Parties

From: Daniel J. (Danny) Thomas, Jr.
Chief Electrical Inspector
Durham City-County Inspections Department

Subject: Electrical Permit Applications

Please be aware of the following before you apply for an electrical permit application, with the Durham City-County Inspections Department.

- I. If you are a new Electrical Contractor, one that is not already on our system, applying for an electrical permit, then the following applies:
 - A copy of your Electrical Contracting license must be provided with this application and attached to the application for review.
 - By reviewing the license we will be able to determine the following:
 - 1- If this is an active license.
 - 2- If the name on the license is the same as the name on the application for permit. (Electrical Contractor's business name)
 - 3- If all relevant information on the license such as mailing address and phone numbers are the same as listed on the application for permit.

(Section .0400-Licensing Requirements – Specifically rule .0402(b))

NO EXCEPTIONS!

- II. If a person other than the qualified individual on a particular electrical license comes in to the Durham City-County Inspections Department and makes application for an electrical permit, the following will be required the before accepting this application:
 - This individual must provide the Durham City-County Inspections Department with a notarized statement from the qualified individual for this license, stating that they are being allowed to act as their agent in applying for an electrical permit with the Durham City-County Inspections Department.

PLEASE NOTE: If this situation is the same as in Item I above, then please submit a copy of the Electrical Contractors license for review of the items mentioned above.

NO EXCEPTIONS!