

MONROE COUNTY ZONING OFFICE

100 South Main Street
Waterloo, IL 62298
618-939-8681 Ext. 260
mczoning@htc.net

REQUIREMENTS FOR ELECTRICAL LICENSE

Monroe County adopted Electrical Codes effective June 1, 2006. Any contractor desiring to engage in the business of installing or altering electrical equipment must be licensed with the County.

Homeowners are required to pass the Homeowner's Electrical Test and occupy the house for at least two (2) years.

Electricians desiring to practice in Monroe County must show proof of passing the Master Electrical or Master Residential test through the Prometric testing program. Monroe County is a sponsor of Prometric.

A Certificate of Liability Insurance will be required at time of application with minimum Commercial General Liability limits of \$500,000 per occurrence and \$1,000,000 General Aggregate. Monroe County will be named as Certificate Holder to read as follows:

Attn: Mike Fausz
Monroe County Courthouse
100 South Main Street
Waterloo, IL 62298

A bond in the amount of \$10,000 on Monroe County Bond Forms shall be filed with the County.

Applications are available at the Monroe County Zoning Office. The fee for registration as an electrical contractor is \$500.00 for the first year and \$125.00 per year for each consecutive year after that.

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COUNTY OF MONROE ELECTRICAL BOARD **APPLICATION FOR ELECTRICAL REGISTRATION**

Minimum Requirements: Two (2) years formal instruction or four (4) years (8000 hours) construction work experience.

Please complete the following:

Company Name: _____ Phone: _____

Address: _____

Name of Applicant: _____ Phone: _____

Address: _____

Age: _____ Date of Birth: _____ Email: _____

Have you ever carried an electrical license? Yes No. If yes, where? _____

State the type of grade of license: _____ In force from _____ to _____
(Year) (Year)

Are you registered as an electrical contractor in any other County/City? Yes No

If yes, where? _____ In force from _____ to _____
(Year) (Year)

Was the license or registration obtained by examination? Yes No If yes, what type _____

Have you ever had an electrical license revoked? Yes No If yes, by whom? _____

If yes, state the reason(s) _____

NOTE: The County of Monroe Electrical Board reserves the right to verify your work experience by examination, written or oral.

Signature of Applicant

Date

.....
Date License Issued: _____

License No: _____

Fees Paid (Amount): \$ _____

Approved _____

Signature

MONROE COUNTY ZONING OFFICE

PART 1: Schooling and formal instruction directly related to electrical theory and practical application involving electrical theory and practical application involving electrical wiring.

A. Vocational or Trade School:

Name: _____ Address: _____

Start Date: _____ Completion Date: _____

Name of Course: _____

B. College Training:

Name: _____ Address: _____

Start Date: _____ Completion Date: _____

Name of Course: _____

C. Military Training:

Branch: _____ Location: _____

Start Date: _____ Completion Date: _____

Description of Training: _____

D. Other: _____

E. Are you familiar with the National Electric Code? _____

PART 2: CONSTRUCTION WORK EXPERIENCE

A. Owner or Officer of an Electrical Contracting Company:

Company: _____ Address: _____

Date Started: _____ to _____

Position(s) Held: _____

Supervisor/Foreman: _____

B. Apprentice on the job training:

Company: _____ Address: _____

Date Started: _____ to _____

C. Approximate years experience in the following types of work:

Residential Wiring: ____ Commercial Wiring: ____ Industrial Wiring: ____ Maintenance: ____

NOTE: The County of Monroe Electrical Board reserves the right to contact your present and previous employer(s) to verify you work experience as stated herein.

MONROE COUNTY BUILDING DEPARTMENT

ELECTRICAL LICENSING

Give this 2-page bond form, WITH instructions, to your insurance agent.

1. The effective date of the bond (first page) must match the date of the Acknowledgment of Surety (second page) and the date of the surety company's Power of Attorney. If all three dates are not the same, the bond will be returned to you.
2. Bond must be signed by the principal (electrical contractor's responsible officer) and this signature must be notarized. The license holder must also sign the bond.
3. Underneath all signatures, type or legibly print the names and job titles.
4. Bond must be signed by the surety company's attorney-in-fact and signature must be notarized.
5. The surety company's Power of Attorney letter must be attached to the bond.

The "**obligee**" and **mailing address** for this bond should be recorded exactly this way:

ELECTRICAL LICENSING – MONROE COUNTY BUILDING DEPARTMENT
100 SOUTH MAIN STREET
WATERLOO, IL 62298

PLEASE MAIL YOUR BOND IN A LARGE ENVELOPE WITH ALL OTHER REQUIRED MATERIALS

Questions? Contact: Mike Fausz
E-mail: mike911@htc.net or call (618) 939-8681 ext. 259

DO NOT FAX THIS BOND FORM

MONROE COUNTY, ILLINOIS
ELECTRICAL CONTRACTORS BOND

BOND NUMBER _____

Know All Men by These Present, that we _____ [company name], of _____ [address, city], State of _____, a corporation duly organized under the laws of the State of _____ (hereinafter referred to as "PRINCIPAL") and _____ [bonding company], a corporation duly organized under the law of the State of _____ (hereinafter referred to as "SURETY") are held and firmly bound unto Monroe County, Illinois, in the sum of TEN THOUSAND DOLLARS (\$10,000.00) for the payment of which the PRINCIPAL binds itself, its heirs, executors, administrators, successors and assigns, and the SURETY binds itself, its successors and assigns, jointly and severally by these presents.

WHEREAS, the Electrical Code of Monroe County, Illinois, requires an applicant for Electrical Contractors License to file with the County Clerk an indemnifying bond with good and sufficient sureties to Monroe County, Illinois; and

WHEREAS, the PRINCIPAL has made application to Monroe County, Illinois for an Electrical Contractors License in accordance with the Electrical Code of Monroe County, Illinois.

NOW, THEREFORE, the condition of the foregoing obligation is such that if the PRINCIPAL is granted an Electrical Contractors License pursuant to the Electrical Code of Monroe County, Illinois, and if PRINCIPAL shall faithfully: A) observe all ordinances, rules and regulations adopted for the public health and safety pertaining to electric work performed within Monroe County, Illinois; and B) indemnify Monroe County, Illinois, or any other governmental agency, or any person, firm or corporation for any damage or injury sustained through the negligence of such PRINCIPAL, its servants, agents or employees in performing electrical work or for any damages or injury sustained due to such Principals' failure to perform electrical work in a careful and workmanlike manner in conformity with the Monroe County Electrical Code; and C) pay to Monroe County, Illinois, all fees due Monroe County, Illinois, within thirty (30) days from due date; and D) indemnify any person, subcontractor, supplier, firm or corporation with whom said PRINCIPAL contracts to do work for damages sustained due to failure of PRINCIPAL to do the work contracted, then this obligation shall be void. Otherwise, this obligation shall remain in full force and effect and the same may be sued upon by Monroe County, Illinois, or by any person, firm or corporation with whom the PRINCIPAL may hereafter contract to perform electrical work for any damage sustained by Monroe County, Illinois or by any such person, firm or corporation on account of the failure of the PRINCIPAL to observe, perform or satisfy conditions A through D of the preceding paragraph.

PRINCIPAL and SURETY are aware that ordinances, laws, rules, regulations and/or fees pertaining to electrical work are subject to change. PRINCIPAL and SURETY agree to be bound by any such changes and hereby expressly waive notice of any such change.

This bond shall take effect on _____, 20____, and shall remain in full force and effect until conditions A through D of this bond have been fully and faithfully observed, performed, or satisfied, provided however that PRINCIPAL and SURETY may terminate this bond upon thirty (30) days' written notice to the Director, Monroe County Building Department as to obligations arising from electrical work for which no permit has yet been issued by Monroe County and for which the PRINCIPAL has not begun any electrical work. This bond cannot be canceled or terminated as to any obligation arising from electrical work once Monroe County has issued a permit for such work.

INSURANCE/BONDING COMPANY NAME _____ BOND # _____

ACKNOWLEDGEMENT OF PRINCIPAL (Firm / Corporation / Individual)

PRINCIPAL: _____ (contractor's company name)
(Show name of Principal exactly as it appears on page 1 of bond)

By: _____ (signature of company's responsible officer)
(This signature must be notarized) (Name and title typed or printed below)

Licensee: _____ (signature of license holder)
(Name and title typed or printed below)

STATE OF _____) **NOTARY: DO NOT STAMP OVER ANY SIGNATURES**
COUNTY OF _____) SS

On this _____ day of _____, 20____, before me personally appeared _____ (name of company officer) the above signed officer who acknowledged himself/herself to be the _____ (title) of _____ (name of company) and that he/she as such officer being authorized to do so, executed the foregoing instrument for the purposes there in contained by signing the name of the _____ (contractor's company name) a _____ (company/corporation/partnership) by himself/herself as such officer. In witness whereof, I hereunto set my hand and official seal.

Notary Public

My commission expires: _____



ACKNOWLEDGEMENT OF SURETY

SURETY: _____
(Name of insurance / bonding company)

By: _____
(Signature of Attorney-in-Fact)

STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 20____, before me personally appeared _____, who being sworn, stated that he/she is attorney-in-fact for surety, _____, and that he/she signed this instrument as attorney-in-fact for the foregoing surety.

Notary Public

My commission expires: _____