CITY OF READING, PENNSYLVANIA ELECTRICAL TRADE LICENSE APPLICATION FORM

COMPLETE THIS FORM (PRINT IN INK OR TYPE). ATTACH REQUIRED DATA FOR REVIEW.

NAME:_____DATE OF BIRTH_____

ADDRESS:_____ZIP CODE: _____

CITY/TOWN:_____STATE:_____

AREA CODE:_____TELEPHONE:_____EMAIL ADDRESS: _____

FOR WHICH LICENSE ARE YOU APPLYING?

- ☐ MAST ELECTRICIAN - (A)90.00
- ☐ MAST ELEC RECIP LICENSE - (A)(R)190.00
- ☐ JOUR ELECTRICIAN - (A)50.00
- ☐ JOUR ELEC RECIP LICENSE - (A)(R)150.00
- ☐ AIE ELECTRICIAN - (A)50.00

RECIPROCAL AMOUNT INCLUDES A ONE-TIME RECIPROCATION FEE(R) AND THE COST FOR THE ANNUAL FEE(A).

EMPLOYER:_____FROM:_____TO:_____

ADDRESS:_____PHONE#:_____

NAME AND LICENSE NUMBER OF MASTER OR CONTRACTOR_____

EMPLOYER:_____FROM:_____TO:_____

ADDRESS:_____PHONE#:_____

NAME AND LICENCE NUMBER OF MASTER OR CONTRACTOR: _____

HAVE YOU BEEN TESTED PRIOR TO THIS APPLICATION?_____DATE & PLACE_____

DO YOU CURRENTLY HOLD ANY ABOVE LICENSE IN A FIRST, SECOND, OR THIRD CLASS CITY?
(CIRCLE) YES NO

IF YES, SPECIFY TYPE OF LICENSE AND WHERE IT WAS ISSUED _____

PLACE_____DATE_____

Exams require Pre-Authorization from the Electrical Exam Board

EXAMS CAN BE TAKEN THROUGH THE ICC WEBSITE- https://www.iccsafe.org/certification-exam-catalog/

ICC MASTER EXAM# T16-N **ICC JOURNEYMAN EXAM# T17-N**

AFFIDAVIT/SUBSCRIBED AND SWORN BEFORE ME THIS_____DAY OF_____20_____

SIGNATURE IN INK OF PERSON ADMINISTERING OATH: _____

MY COMMISSION EXPIRES:_____MUNICIPALITY:_____COUNTY:_____

APPLICANT SIGNATURE IN INK: _____

ANY FRAUDULENT INFORMATION PROVIDED WILL VOID THE ENTIRE APPLICATION

Trades License Application Guide:

1. Complete all information on the application that applies to the type of license you are applying for.
2. Attach a copy of your current driver license.
3. Attach all required documents needed to verify your qualifications for the type of license you are applying for.
4. If applying for a reciprocal license, attach a copy of the state or municipality's current license requirements/qualifications. All reciprocal licenses submitted must be from a first, second, or third class city of the United State of America.
5. Submit via email: TradesClerical@ReadingPA.gov or via mail: 815 Washington St. Reading, PA 19601 c/o Building and Trades

City of Reading Electrical Trade License Requirements:

Master Electrician:

All master electrician licenses shall be renewed upon satisfactory showing of an intention to continue the business of electrical contracting as a master electrician.

Initial Master Electrician license.

Every applicant for an initial master electrician license shall:

A. Pre-Authorization form is required before testing.

B. Have been a holder of a City of Reading Journeyman Electricians license or a Journeyman Electricians license that is issued bya jurisdiction that is recognized and reciprocated by The City of Reading for a period of 2 (two) years.

C. Must successfully pass the International Code Council (ICC) **T16-N- 2020 Master Electrician Exam**. A copy of passing results must accompany the electrical license application.

Journeyman Electrician.

All journeyman electrician licenses shall be renewed upon the satisfactory showing of an intention to continue the business of electrical installation as a journeyman electrician.

Initial Journeyman Electrician licenses.

Every applicant for an initial journeyman electrician license shall:

A. Pre-Authorization form is required before testing.

B. Be in the employ of a registered master electrician

C. Be registered with the Pennsylvania Bureau of Apprenticeship Training, Department of Labor and Industry

D. Have completed at least four years of approved apprenticeship training, been instructed in subjects related to the trade not less than 144 hours per year during the four-year apprenticeship; or have worked a minimum of eight years under the supervision of a registered master electrician; or

E. Provide documentation of having worked a minimum of 8 (eight) years under the supervision of a Registered Master Electrician.

F. Must successfully pass the International Code Council (ICC) **T17-N- 2020 Journeyman Electrician Exam**. A copy of passing results must accompany the electrical license application.

Electrical-Reciprocal license:

The following rules shall apply for issuing a reciprocal license for electrical work within The City:

A. The City shall recognize a license issued by a foreign jurisdiction of equal or greater standing than a third class city, provided that said license is issued by an equivalent Board with equivalent standards as The City of Reading.

B. License applications along with all pertinent data required by the Electrical Board shall be presented to the Electrical Board for review and determination of qualification for said license.

C. Licenses issued as reciprocating licenses shall be considered a permanent City of Reading electrical license subject to the provisions of this code.

Electrical-Special license:

A special license shall be granted, on application, to owners of buildings within The City used for public service or commercial business that employ a special electrician.

Electrical-Special electrician:

The City may issue a special electrician's license to a person who:

A. Passes the required examination and tests.

B. Has qualified as a competent person to install, alter or repair electric wiring, appliances for light, heat, power and for signaling systems in or on buildings or lots in The City.

C. Who has had not less than three years of practical experience in electrical work.

D. Who is the employee of a holder of a special license as defined in clause (d) hereof.

Electrical Appliance Installer-Initial licenses:

Those who apply for an initial appliance installer license under this section:

A. Shall be in the employ of an appliance contractor.

B. Shall have had not less than one year of practical experience in the electrical field.

C. Shall apply in writing at least 30 days prior to the time of examination and shall pay to The City Treasurer the prescribed examination fee.

D. Shall pass such examinations as the Electrical Board requires.

Retired license:

All persons licensed under this Electrical Code shall, on retirement from business, surrender any license to the Building/Trades Division Office. Upon surrendering such license, the Building/Trades Division Office shall issue a certificate of retired license which may be reinstated within a period of five years without examination, upon written request for such reinstatement to the Electrical Board.

Apprentice electrician:

Any person who is registered with the Pennsylvania Bureau of Apprentice Training, Department of Labor, and who shall comply with the Department's rules and regulations. Apprentice electricians shall not be permitted to install electrical work unless under the supervision of a registered electrician.