



**Buildings, Safety Engineering  
& Environmental Department**

# ELECTRICAL LICENSING PROCEDURES GUIDE

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## GENERAL INFORMATION-OVERVIEW

- Apprentice Registrations expire on August 31<sup>st</sup> of each year.
- All Electrical Trade Licenses expire on December 31<sup>st</sup> of each year.
- After March 1<sup>st</sup> of the following year, a **late fee** applies to the renewal of all Electrical Trade Licenses for a **total** cost of:

Electrical Contractor	\$118.00
Master Electrician	\$118.00
Journeyman Electrician	\$100.00
Fire Alarm Contractor	\$118.00
Fire Alarm Technician	\$118.00
Sign Specialist Contractor	\$118.00
Sign Specialist Technician	\$118.00

For further information regarding late fees, please visit the following link:

<http://www.detroitmi.gov/How-Do-I/Apply-for-Licenses/Electrical-License-Fee>

- A passport-sized picture is required for all trade license applications.
- Do not submit previous versions of application forms which are obsolete.  
**Obsolete application forms will not be accepted.**
- Examples of acceptable forms of proof of residency are:  
**Valid and current:**  
City of Detroit Municipal ID  
State of Michigan Driver's License  
State of Michigan ID
  - Utility bills in applicant's name reflecting, at minimum, the previous six months reflecting a City of Detroit address.
  - **Passports are not accepted.**
  - **Water bills are not accepted.**
- Paycheck stubs **are not** considered valid work experience documentation.
- Overtime hours are excluded and **should not** be included in your accumulation of time from your employer.
- **FALSIFICATION IN FILLING OUT AN APPLICATION IS SUFFICIENT CAUSE FOR REFUSAL TO ISSUE, AND/OR SUSPENSION OF A LICENSE OR REGISTRATION.**

## THE CITY OF DETROIT BOARD OF ELECTRICAL EXAMINERS

The [Board of Electrical Examiners](#) (Board) consists of nine members appointed by the Mayor of the City of Detroit. Duties of the Board include: prescribing license application forms, examining applicants for license, prepare, review, and approve examinations for electrical licensing, conduct hearings to determine if licensees have complied with the provisions of applicable administrative rules and to promulgate any other administrative regulations necessary to make the provisions of the Michigan State Electrical Code effective.

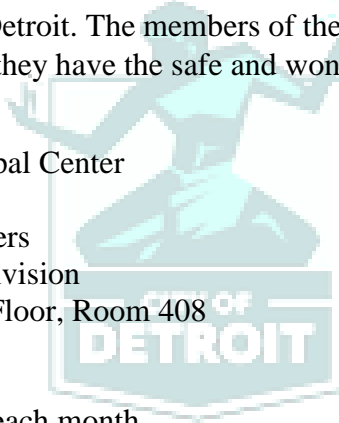
### MISSION STATEMENT

The Board's operational authority is established by *Section 406.0* of the City of Detroit's *Ordinance 604-H*. The duties of these nine (9) mayoral appointees have been developed to ensure that electrical, electronic, and fire safety installations are safe and effective for the citizens of Detroit.

The Board works closely with the Electrical Inspection Division and promulgates code information to the Licensees of the Electrical Division of the Buildings, Safety Engineering & Environmental Department of the City of Detroit. The members of the Board pledge to the citizens of Detroit our continued effort to see that they have the safe and wonderful functionality of electricity.

### BOARD CONTACT LISTING

Coleman A. Young Municipal Center  
BSEED  
Board of Electrical Examiners  
c/o: Electrical Inspection Division  
2 Woodward Ave., Fourth Floor, Room 408  
Detroit, MI 48226



**Meeting Date:** Third Thursday of each month

**Time:** 10:30 a.m. - 12:30 p.m.

**(Dates, time, and location are subject to change)**

Please send all Board correspondence to the attention of the Board Secretary:

Ms. Marian Swint

Telephone Number: (313) 628-2661 (Monday-Friday 8:00 a.m. - 4: 30 p.m.)

Email: [SwintM@detroitmi.gov](mailto:SwintM@detroitmi.gov)

Board of Electrical Examiners Webpage:

<https://detroitmi.gov/government/boards/board-electrical-examiners>

**The Board must approve all initial and/or renewals of Apprentice Registrations and Licensing applications. Notification of application approval or denial is given in writing at the address provided by the applicant after review by the Board.**

## APPRENTICE REGISTRATIONS

### ELECTRICAL OR FIRE ALARM SPECIALTY APPRENTICE REGISTRATION

EFFECTIVE SEPTEMBER 1, 2010, ALL ELECTRICAL APPRENTICES ARE REQUIRED TO BE PARTICIPATING IN AN ELECTRICAL TRAINING PROGRAM APPROVED BY THE ELECTRICAL ADMINISTRATIVE BOARD AS STIPULATED IN THE *STATE OF MICHIGAN SKILLED TRADES REGULATION ACT (PA 407 of 2016)*. FAILURE TO DO SO INVALIDATES THE REGISTRATION. ANY HOURS ACCUMULATED ON AN INVALID REGISTRATION WILL NOT BE CREDITED TOWARDS THE JOURNEYMAN ELECTRICIAN EXAMINATION.

**PLEASE BE ADVISED:** It is critical that the Apprentice applicant keep track of hours worked. These hours will have to be properly documented and notarized by the employers(s) in order to progress towards application of the Journeyman examination.

**The Board is required to review and approve all Apprentice Registrations prior to issuance.**

All Apprentices are required to register in the municipality that they reside within 30 days after employment. The expiration date for the Apprentice Registration is August 31<sup>st</sup> of every year.

#### City of Detroit Electrical Apprentices must:

- ✓ Complete an Apprentice Application Form.
- ✓ Submit a passport-sized picture.
- ✓ Be a Detroit resident and show proof of residency.
- ✓ Submit a letter of documentation from your current employer attesting to employment related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed by the City of Detroit, City of Grand Rapids, or the State of Michigan.
- ✓ All employment letters must be:
  1. Original
  2. Notarized
  3. On company letterhead
  4. Include a brief description of your duties
  5. Signed by the employer or authorized company Human Resources representative

The Board **will not** accept employment letters that are dated **over 90 days** from when the application is submitted to the Electrical Division.

- ✓ Submit documentation of current and valid participation in a bona fide Apprentice Training Program approved by the Board documenting a minimum of 144 hours for each academic year.
- ✓ Pay the \$15.00 Registration fee upon approval of application.

If you employ a teenager as an Apprentice, it is important to be aware of the laws that outline what teenagers can and cannot do, minimum wage standards, work hours, and break requirements. For more information regarding employing a teenager, read the *Teenager's Guide to Employment in Michigan* pamphlet available on the Department of Consumer and Industry Services' Wage and Hour Division web site at: [http://www.michigan.gov/documents/Teenagers\\_Guide\\_30581\\_7.doc](http://www.michigan.gov/documents/Teenagers_Guide_30581_7.doc)

Or, contact the Wage and Hour Division by contacting:  
State of Michigan Department of Consumer and Industry Services  
Wage and Hour Division  
7150 Harris Drive, First Floor, A-Wing  
P.O. Box 30476  
Lansing, MI 48909-7976  
Telephone No. 517-322-1825

## RENEWAL OF APPRENTICE OR FIRE ALARM SPECIALTY APPRENTICE REGISTRATION

The Board is required to review and approve all Apprentice Registration renewals prior to issuance.

### The following is required for EVERY year an applicant renews an Apprentice Registration:

- ✓ Complete an Apprentice Application Form. **Passport picture is not required for renewals.**
- ✓ Be a Detroit resident and show proof of residency.
- ✓ Submit a letter of documentation from your current employer attesting to employment related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed by the City of Detroit, City of Grand Rapids, or the State of Michigan.
- ✓ All employment letters must be:
  1. Original
  2. Notarized
  3. On company letterhead
  4. Include a brief description of your duties
  5. Signed by the employer or authorized company Human Resources representative

The Board **will not** accept employment letters that are dated **over 90 days** from when the application is submitted to the Electrical Division.
- ✓ Submit documentation of current and valid participation in a bona fide Apprentice Training Program approved by the Board documenting a minimum of 144 hours for each academic year.
- ✓ Pay the \$15.00 registration fee upon approval of application.

## TRADE LICENSES-GENERAL INFORMATION

### APPLICATION FORMS

- Fully complete a City of Detroit Licensing application form.
- If you have any questions regarding filling out an application, please contact the Electrical Division clerical staff at (313) 628-2661, or the Electrical Supervising Inspector at (313) 224-3130 or (313) 224-3113.
- A passport-sized picture shall be submitted with each application.
- All applications for Electrical Licenses must be approved by the Board **prior** to scheduling and sitting for an examination.
- The applicant must be a Detroit resident and show proof of residency.

### LETTERS OF WORK EXPERIENCE FOR LICENSE APPLICANTS

All employment letters must be:

1. Originals
2. Notarized, on company letterhead
3. Contain the starting and ending dates (month and year) of employment
4. The number of hours worked (Maximum credit of 2,000 hours per year)
5. A brief description of your experience or duties
6. Contain the name, license number, and the home municipality of the Master Electrician, Fire Alarm Specialty Technician, or Sign Specialist of Record
7. Signed by the employer.

The hours of experience may reflect duties from multiple employers. Credit for experience may be given for attendance and/or graduation from a recognized training or educational program. Educational proficiency documentation may be presented for Board consideration in lieu of work experience.

### MILITARY EXPERIENCE

Applicants who desire credit for military experience must submit documentation of work experience in electrical construction or electrical building maintenance. This experience can only be evaluated when you have submitted your documentation along with your application.

The VMET (Verification of Military Experience and Training) Form DD-2586, provides an overview of military experience and training. To access your VMET go to the DoDTAP website and log on with your DoD, CAC, or DS Logon.

1. Select Access VMET Documents
2. Select CAC or DS Logon option
3. Select VMET document (DD-2586) and Submit (print your VMET)
4. Select Cover letter and Submit (print your cover letter)

The VMET document that is available to download is updated quarterly and will always contain information that lags about 3-6 months behind the current date. You can also access your VMET by visiting *eBenefits*: <https://www.ebenefits.va.gov/ebenefits/homepage>  
You will need to use your DoD, CAC, or DS Logon to access the website.



If there are problems with the information listed on the form, follow the guidance indicated below for your respective service:

<b>Army:</b>
Review and follow the guidance provided by the Frequently Asked Questions (FAQs) listed on the DMDC website.
<b>Air Force:</b>
Follow the instructions in the verification document cover letter or contact your Transition Counselor.
<b>Navy:</b>
Contact your Command Career Counselor or review and follow the guidance provided by the Frequently Asked Questions (FAQs) listed on the DMDC Website.
<b>Marine Corps</b>
Follow the instructions in the verification document cover letter. If you need further assistance, contact your administrative office.

### TRANSFER APPLICANTS

If you are planning on moving to the City of Detroit and you hold a current and valid electrical License with the City of Grand Rapids or the State of Michigan, you may transfer your License to the City of Detroit.

The following is required to transfer your electrical License:

- Fully complete a City of Detroit Licensing application form.
- A passport-sized picture shall be submitted with each application.
- Must be a Detroit resident and show proof of residency.
- A copy of your current and valid electrical License from the City of Grand Rapids or the State of Michigan.
- Pay the respective License fee.

### OUT OF STATE APPLICANTS

If you are planning on moving to the City of Detroit from another state, please be advised that **the State of Michigan does not reciprocate with any other state**. Therefore, you will be required to apply as an exam applicant in your respective license class. Also, you may have to register as an Electrical Apprentice to work as an electrician.

Please see *Trade Licenses-General Information* for requirements. For further information and/or questions, please contact the Electrical Division.

### TRAVELING ELECTRICIANS

If you are a **current and valid** City of Detroit Licensee and have taken work out of state and want to retain your City of Detroit Electrical License, a Change of Address Request for Traveling Electricians application must be submitted and approved by the Electrical Division before your License renewal may be mailed to the out-of-state mailing address. For further information and/or questions, please contact the Electrical Division.

## TRADE LICENSES-QUALIFICATIONS

### JOURNEYMAN ELECTRICIAN LICENSE

EFFECTIVE SEPTEMBER 1, 2010, ALL APPLICANTS FOR JOURNEYMAN ELECTRICIAN LICENSE ARE REQUIRED TO PARTICIPATE IN AN ELECTRICAL TRAINING PROGRAM APPROVED BY THE ELECTRICAL ADMINISTRATIVE BOARD AS STIPULATED IN [PA 407 OF 2016](#). FAILURE TO DO SO INVALIDATES THE APPRENTICE REGISTRATION(S). ANY HOURS ACCUMULATED ON AN INVALID REGISTRATION(S) WILL NOT BE CREDITED TOWARDS THE JOURNEYMAN ELECTRICIAN EXAMINATION.

- ✓ Must be at least 20 years of age.
- ✓ Must complete a Journeyman application form and submit a letter of documentation from one or more employer(s) attesting to not less than 8,000 hours of practical experience obtained over a period of not less than 4 years related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed by the City of Detroit, City of Grand Rapids, or the State of Michigan.
- ✓ Have a current Electrical Apprentice Registration on file in good standing. Applicants shall show proof of valid Apprentice Registrations coinciding with the required 8,000 hours of practical experience obtained over a 4-year period.

### MASTER ELECTRICIAN LICENSE

- ✓ Must be at least 22 years of age.
- ✓ Must complete a Master application form and submit a letter of documentation from one or more employer(s) attesting to not less than 12,000 hours of practical experience obtained over a period of not less than six years related to electrical construction or maintenance of buildings or electrical wiring or equipment under the supervision of a Master Electrician licensed by the City of Detroit, City of Grand Rapids, or the State of Michigan.
- ✓ Must have held and maintained a valid electrical Journeyman's License for not less than 2 years.

### FIRE ALARM SPECIALTY TECHNICIAN LICENSE

EFFECTIVE SEPTEMBER 1, 2010, ALL APPLICANTS FOR FIRE ALARM SPECIALTY TECHNICIAN ARE REQUIRED TO PARTICIPATE IN AN ELECTRICAL TRAINING PROGRAM APPROVED BY THE ELECTRICAL ADMINISTRATIVE BOARD AS STIPULATED IN [PA 407 OF 2016](#). FAILURE TO DO SO INVALIDATES THE FIRE ALARM APPRENTICE REGISTRATION(S). ANY HOURS ACCUMULATED ON AN INVALID REGISTRATION(S) WILL NOT BE CREDITED TOWARDS THE FIRE ALARM SPECIALTY TECHNICIAN EXAMINATION.

- ✓ Must be at least 20 years of age.
- ✓ Must complete a Fire Alarm Specialty Technician application form and submit a letter of documentation from one or more employer(s) attesting to not less than 8,000 hours of practical experience obtained over a period of not less than 4 years related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed by the City of Detroit, City of Grand Rapids, or the State of Michigan.
- ✓ Certified by the *National Institute for Engineering Technology* (NICET) as an Associate of Engineering Technician, Level II, or the equivalent, as determined by the Board, in the field of Fire Alarm Systems Technology.
- ✓ Have a current Fire Alarm Apprentice Registration form on file in good standing. Applicants shall show proof of valid Apprentice Registrations coinciding with the required 8,000 hours of practical experience obtained over a 4-year period.

## SIGN SPECIALTY TECHNICIAN LICENSE

- ✓ Must be at least 18 years of age.
- ✓ Must complete a Sign Specialty Technician application form, and submit a letter of documentation from one or more employer(s) attesting to not less than 4,000 hours of practical experience obtained over a period of not less than 2 years related to the manufacture, installation, maintenance, connection, or repair of electric signs and related wiring as verified by an Electrical and/or Sign Specialty contractor licensed by the City of Detroit, City of Grand Rapids, or the State of Michigan who is the current employer of the applicant.
- ✓ Proof of completion of a Sign Specialty Training course concerning the installation, maintenance, connection or repair of electric signs and related wiring as contained in the *Sign Electrician's Workbook* published by the *American Technical Publishers, Inc.*, or any other course designed to address the installation, maintenance, connection, or repair of electric signs and related wiring, as approved by the Board.

## EXAMINATIONS-GENERAL INFORMATION

All examinations are **open book**. A *National Electrical Code*® (NEC) book, [2014 Part 8 Rules](#), and [PA 407 of 2016](#) are available to all applicants for the examination. Applicants may bring an unmarked NEC book for use during the examination. Code books may include *NFPA 70* approved index tabs (**not homemade varieties**).

**No markings will be allowed on or within the code book.** This includes margin notes, test notes, highlighting, paper clips, or other testing aids. **Handbooks and/or Ugly's books are not allowed.** Applicants may bring a basic four function, non-programmable calculator that is silent, battery operated, does not have paper tape printing capabilities, and does not have a keyboard containing the alphabet.

Applicants are not allowed to have personal belongings in the exam room including, but not limited to: cell phones, recording devices, ear buds, headphones, Bluetooth devices, electronic watches, electronic devices, cameras, pagers, laptop computers, tablet computers, music players, smart watches, radios, electronic games, notebooks, reference or reading material, briefcases, backpacks, other writing devices, and good luck items.

Any applicant possessing prohibited items, giving or receiving assistance on an exam, and/or found with unauthorized materials in the examination room shall immediately surrender all examination materials, shall have his or her test results invalidated, and will be reported to the Board.

Applicants for examination are required to bring picture identification to the examination site. (Current and valid Driver's License/State ID preferred) A score of 75% or better is required to pass the examination. If you do not pass, you **may not** review your exam.

**EXAM RESULTS ARE NOT GIVEN OVER THE TELEPHONE.**

## SCHEDULING EXAMINATIONS

Applicants for examination must schedule their examination in person and pay the appropriate exam fee. The examination fees are listed below. Examinations are typically given every other month on the second Tuesday and Wednesday and are scheduled on a first come first serve basis. You may call the Electrical Division to find out the availability of examination dates. Scheduling is closed out after a date is filled. **Examination fees are non-refundable.**

Electrical Licenses may be applied for in Room 408 of the Coleman A. Young Municipal Center upon receipt of a letter of successful examination.

Examinations	Type	Fees
Contractor's (All)	Written	\$63.00
Master Electrician	Written	\$63.00
Fire Alarm Specialty Tech	Written	\$63.00
Sign Specialist	Written	\$63.00
Journeyman Electrician	Written	\$55.00

## MISSED EXAMINATION APPOINTMENT OR CANCELING AN EXAMINATION

You will forfeit your examination fee if:

- You miss your exam date.
- You arrive after the examination start time, in this instance, you will not be allowed to take the examination as scheduled.

To cancel an examination, applicants shall notify the Electrical Division by phone or in person at least 24 hours **prior** to the examination. Examination fees **will not** be applied to another examination date for applicants who do not cancel as stipulated (24 hrs.) prior to the examination. An applicant may apply their exam fee from an appropriately canceled exam approved by the Electrical Division to another exam date **only once**. If canceled again, or the exam date is missed, the applicant will have to re-pay the examination fee.

## RESCHEDULING AN EXAMINATION

The examination result letter will be mailed to applicants after the examination(s) have been scored by the Examiner. If you do not pass your examination, you may re-schedule for the next examination date as explained in the examination result letter.

However, if the examination is failed twice within a two-year period, there is a **one-year waiting period** from the last failed examination date (with exception of Sign Specialist). In addition, proof of successful completion of a course approved by the Board on code, electrical fundamentals, or electrical theory is required and must be completed within the one year wait period and submitted to the Electrical Division before the applicant may become eligible to sit for another examination.

## JOURNEYMAN/MASTER EXAMINATION CONTENT DESCRIPTION

The **Electrical Journeyman** examination covers entry-level knowledge of the electrical industry as outlined in all categories listed below.

The **Master Electrician** examination covers additional knowledge required to plan and supervise electrical installations as outlined in all categories listed below.

<b>Boxes, Cabinets, Panelboards, and Non-Raceway Enclosures</b>
Application of the proper type, use and support of boxes and cabinets, etc. Includes calculation of proper size and rating.
<b>Branch Circuits, Wire Connections, and Devices</b>
Knowledge of circuit classifications, ratings, design, and use requirements. Knowledge and calculation of branch circuit loads. Application of code rules covering electrical outlets and devices, including wiring connectors and methods.
<b>Conductors</b>
Determine ampacity, type of insulation, usage requirements, methods of installation, protection, support and termination. Includes calculation of voltage drop.
<b>General Knowledge of the Electrical Trade</b>
Terminology and practical calculations such as power factor, voltage and current ratings of equipment.
<b>General Use Equipment</b>
Knowledge of code rules covering appliances, heating and air conditioning equipment, generators, transformers, etc.
<b>Grounding and Bonding</b>
Demonstrate knowledge of system and circuit grounding requirements, methods and location of grounding connections. Selection of proper size grounding conductors, bonding of enclosures, equipment, and interior metal piping systems.
<b>Lighting and Lamps</b>
Knowledge of all types and applications of lighting fixtures, luminaires, ratings, requirements for occupancies, special provisions, clearances, etc. Includes load calculations for lighting.
<b>Low Voltage Circuits and Equipment</b>
Knowledge of circuits and equipment characterized by usage and electrical power limitations, which differentiate them from electric light and power circuits. Includes remote-control, signaling, and power limited circuits.

**Motors, Controls, and Equipment**

Knowledge of code rules governing installation of motors and controls. Includes calculations for motor feeder and branch circuits, short circuit, ground fault, and overload protection, and disconnecting means. Knowledge of all control circuits and motor type application and usage.

**Overcurrent Protection**

Knowledge of fuse application, circuit breakers and all types of protective devices for conductors and equipment. Includes rules on taps and splices.

**Raceways**

Knowledge of all types of raceways and their uses. Determining proper size, conductor fill, support and methods of installation.

**Services and Feeders**

Knowledge of code rules covering services. Calculation of electrical loads and determination of proper size, rating and type of service and feeder conductors.

**Special Occupancies and Equipment**

Knowledge of code rules as they apply to hazardous locations, health care facilities, places of assembly, etc. Includes code rules on signs, welders, industrial machinery, swimming pools, etc.

**EXAMINATIONS: FORMATS****JOURNEYMAN EXAMINATION**

The Journeyman Examination consists of 80 multiple choice questions worth 1.25 points each with a 2½ hour time limit. This exam is based on:

- State of Michigan Skilled Trades Regulation Act of 2016 ([PA 407 of 2016](#))
- 2014 National Electrical Code
- [2014 Part 8 Rules](#)

Part I	Fundamentals and Practical Electricity	20 problems	25
Part II	Part 8 Rules	10 questions	12.5
Part III	National Electrical Code	50 questions	62.5
Total Points			100

## MASTER EXAMINATION

The Master Examination consists of 75 multiple choice questions worth 1.33 points each with a 3-hour time limit. This exam is based on:

- [Public Act 217 of 1956](#), as amended (*Electrical Administrative Act*),
- [Public Act 230 of 1972](#), as amended (*State Construction Code Act*),
- State Electrical Code (*2011 National Electrical Code®*, and [Part 8 Rules](#), Michigan amendments).

Part I	Public Act 217/ Part 8 Rules	15 questions	20
Part II	National Electrical Code	30 questions	40
Part III	Calculation Problem	15 problems	20
Part IV	Electrical Theory and Concepts	15 questions	20
Total Points			100

## FIRE ALARM SPECIALTY TECHNICIAN EXAMINATION

The Fire Alarm Technician Examination consists of 35 multiple choice questions worth 2.86 points each with a 1½ -hour time limit.

**Applicants must bring their own 2013 NFPA 72® code book.**

This exam is based on:

- State of Michigan Skilled Trades Regulation Act of 2016 ([PA 407 of 2016](#))
- 2013 NFPA 72 National Fire Alarm and Signaling Code®
- 2014 National Electrical Code®.

## CERTIFICATE OF FITNESS LICENSE

The Certificate of Fitness license is issued through the City of Detroit Fire Marshal Division. This additional license required by the Fire Marshal, authorizes Fire Alarm Specialty Technicians to work on fire alarm systems in the City of Detroit.

For further information regarding examination and fees, please contact the Fire Marshal Division at (313) 596-2963.

## SIGN SPECIALIST EXAMINATION

The Sign Specialist Examination consists of 30 multiple choice questions worth 3.33 points each with a 1-hour time limit. This exam is based on:

- 2014 National Electrical Code®,
- [2014 Electrical Code Rules Part 8](#)

## TRADE LICENSE FEES

Trade License	Fee
Journeyman	\$45.00
Master	\$55.00
Fire Alarm Specialty Technician	\$55.00
Sign Specialist	\$55.00

## CONTRACTOR REGISTRATIONS

A City of Detroit Electrical Contractor Registration is issued to Electrical Contractors who are licensed by the City of Grand Rapids or the State of Michigan who want to obtain an electrical permit and perform electrical work within the City of Detroit.

For an **INITIAL** Registration, the following is required:

- ✓ Must complete the respective Electrical Contractor application forms.
- ✓ A passport-sized picture of the Electrical Contractor of Record shall be submitted along with the application.
- ✓ Clear copies of the current and valid City of Grand Rapids or State of Michigan Electrical, Fire Alarm, or Sign Specialty Contractor **and** Master Electrician, Fire Alarm Technician, or Sign Specialist of Record Licenses.
- ✓ Pay the respective Registration fee.

For a **RENEWAL** Registration, the following is required:

- ✓ An Electrical Contractor Registration Form.
- ✓ Clear copies of the current and valid City of Grand Rapids or State of Michigan Electrical, Fire Alarm, or Sign Specialty Contractor **and** Master Electrician, Fire Alarm Technician, or Sign Specialist of Record Licenses.
- ✓ Pay the respective Registration fee.

## CONTRACTOR REGISTRATION FEES

TYPE OF CONTRACTOR REGISTRATION	FEE
Electrical	\$25.00
Fire Alarm	\$55.00
Sign Specialty	\$55.00

**Please be Advised:** If the Contractor of Record or the Master Electrician, Fire Alarm Technician, or Sign Specialist of Record changes, a new application must be submitted along with a copy of the new qualifying individual's License and a Resignation of the Qualifying Individual application. Please see the following link(s) for Letters of Withdrawal:

- [Qualifying Master Electrician / Fire Alarm Technician / Sign Specialist Resignation Application](#)
- [Qualifying Contractor of Record Resignation Application](#)



**CONTRACTOR EXAMINATIONS: QUALIFICATIONS**

- ✓ Must have a Detroit-based business address.
- ✓ Must complete the respective Electrical Contractor application form (Parts A, B and C as applicable).
- ✓ A passport-sized picture of the Electrical Contractor of Record shall be submitted along with the application.

**ELECTRICAL CONTRACTOR LICENSE**

- Holds a Master Electrician's License or has not less than one Master Electrician residing in this state who is in his or her full-time employ. The Master Electrician shall be actively in charge of and responsible for Michigan Electrical Code compliance of all installations of electrical wiring and equipment.

**FIRE ALARM CONTRACTOR LICENSE**

- Holds a Fire Alarm Specialty Technician's License or has not less than one Fire Alarm Specialty Technician residing in this state who is in his or her full-time employ. The Fire Alarm Specialty Technician shall be actively in charge of and responsible for Michigan Electrical Code compliance of all installations of fire alarm system wiring and equipment.

**PLEASE BE ADVISED: A MASTER ELECTRICIAN AND/OR FIRE ALARM SPECIALTY TECHNICIAN SHALL NOT REPRESENT MORE THAN ONE ELECTRICAL CONTRACTOR, FIRM, OR CORPORATION AT THE SAME TIME.**

**SIGN SPECIALTY CONTRACTOR LICENSE**

- Holds a Sign Specialist's License or has not less than one Sign Specialist residing in this state who is in his or her full-time employ. The Sign Specialist shall be actively in charge of and responsible for code compliance of all installations, maintenance, connection, and repair of electric signs and related wiring.

**CONTRACTOR EXAMINATION FORMAT**

All the Contractor Examinations consist of 40 multiple choice questions worth 2.50 points each with a 1½ hour time limit and covers the below information. The Electrical Examiner will provide all the below reference material at the examination.

**The examinee will not be allowed to bring his or her own reference materials.**

Part I	Michigan Electrical Code Rules Part 8 Rules	8 questions	20
Part II	Electrical Administrative Board General Rules	8 questions	20
Part III	Electrical Administrative Act 217 of 1956	8 questions	20
Part IV	Public Act 230 of 1972	10 questions	25
Part V	Public Act 497 of 1980 – Construction Lien Act	6 questions	15
<b>Total Points</b>			<b>100</b>

If you wish to preview the material, you may download it from the internet using the following links:

**Please print/review the following:**

[2011 Michigan Electrical Code Rules Part 8 Rules](#)

[Electrical Administrative Board General Rules](#)

[Public Act 217 of 1956](#)

[Public Act 230 of 1972](#)

[Public Act 497 of 1980 – Construction Lien Fund](#)

## CONTRACTOR LICENSE FEES

Contractor License	Fee
Electrical	\$55.00
Fire Alarm	\$55.00
Sign Specialty	\$55.00

## OWNER'S AFFIDAVIT PERMIT

The Electrical Division regularly receives questions on the applicability of licensing provisions regarding industrial, commercial, or institutional facilities that use their own employees to perform electrical installations or alterations to wiring systems, within their own buildings or properties. In addition, the Division receives applications for electrical examination from persons employed in those companies or facilities that do not have documented licensed supervision.

In the case of industrial, commercial, or institutional employment, an [Owner's Affidavit permit](#) is used in lieu of an Electrical Contractor's License. The signature of the Master Electrician of Record on the Affidavit provides the Licensing Agency with a means to verify the employment of licensed persons. Letters of verification will bear the signatures of the Master Electrician of Record and the employer.

## CONTACT LISTING

### **ELECTRICAL INSPECTION DIVISION**

Coleman A. Young Municipal Center  
BSEED  
ATTN: Electrical Inspection Division  
2 Woodward Ave., Fourth Floor, Room 408  
Detroit, MI 48226

### **Supervising Electrical Inspector**

Mr. Vincent Cooley  
Telephone Number: (313) 224-3130 or (313) 224-3113  
Email: [CooleyV@detroitmi.gov](mailto:CooleyV@detroitmi.gov)

**Operating Hours:** Monday-Friday 8:00 a.m. - 4: 30 p.m.  
Electrical Division Clerical Staff: (313) 224-3228 or (313) 628-2661

Electrical Inspection Division Webpage:

<https://detroitmi.gov/departments/buildings-safety-engineering-and-environmental-department/construction/electrical-inspection-team>

City of Detroit Licensing Webpage:

<https://detroitmi.gov/how-do-i/apply-or-renew-license>

**APPENDIX-A****FAQS (FREQUENTLY ASKED QUESTIONS)****1. Is my Apprentice Registration or Electrical License(s) valid outside the City of Detroit?**

Yes. City of Detroit Registrations and Licenses are valid throughout the state, and equivalent to those issued by the State of Michigan or the City of Grand Rapids.

**2. I'm a new Apprentice and must enroll in a bona fide training program. Where can I find an approved school?**

Please contact the Electrical Inspection Division at (313) 628-2661 with your choice of school(s) for further assistance. You may also visit the *CE Broker* website ([www.cebroke.com](http://www.cebroke.com)) for a listing of State of Michigan approved providers. Or, you may call the State Licensing Division at (517) 241-9316.

**3. What do I do if I don't have letters of experience?**

Please contact the Board secretary at (313) 628-2661 for further assistance. You may have to present your case before the Board. In this instance, a [Board Hearing Request form](#) must be filled out in its entirety and submitted for approval by the Chairman, before a hearing may be scheduled. Please have all pertinent information at hand when calling or visiting the office.

**4. Can you recommend an exam prep course?**

No. Due to conflict of interest, the Electrical Inspection Division cannot recommend courses. You may visit the *CE Broker* website ([www.cebroke.com](http://www.cebroke.com)) which offers a listing of state approved courses/providers. Or, you may also see FAQ #5 on the next page.

**5. I've failed the Journeyman/Master exam twice and I now have a one year waiting period. Where can I find the required approved code and/or theory courses(s)?**

Please visit the State of Michigan Licensing Division website for a listing of approved re-examination courses:

[https://www.michigan.gov/lara/0,4601,7-154-10575\\_17394\\_77372---,00.html](https://www.michigan.gov/lara/0,4601,7-154-10575_17394_77372---,00.html)

Or, you may contact the State Licensing Division at

Phone: 517-241-9316

Fax: 517-241-0130

E-Mail: [lara-bcc-licensing@michigan.gov](mailto:lara-bcc-licensing@michigan.gov)

**6. Do you offer special testing accommodations?**

Yes. An [Accommodation Request form](#) must be filled out in its entirety and approved by the Board before an accommodation can be made. Please contact the Board secretary at (313) 628-2661, Monday through Friday, between the hours of 8:00 a.m.- 4:30 p.m. for further assistance.

**7. I recently took an electrical exam, when will I find out the results?**

Electrical exam results will be sent to you in writing at the address provided by the applicant once scored by the Examiner.

**EXAM RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE.**

**8. How do I request a hearing before the Board?**

A [Board Hearing Request Form](#) must be filled out in its entirety, submitted to the board secretary, and approved by the Board Chairman **before** a hearing may be scheduled. When a decision of approval or denial is made by the Chairman, you will be contacted by the Board secretary.

**9. I've been contracted to do work in the City of Detroit, but my company is located outside the State of Michigan. How do I register to do work in the City of Detroit?**

The most expedient way is to register your company with the [State of Michigan's Licensing Division](#). Once you have obtained a State of Michigan Electrical Contractor's Registration, you may then register your company with the City of Detroit. For further information on obtaining a State Registration, please contact the State of Michigan Licensing Division at (517) 241-9316.



## APPENDIX -B

### DEFINITIONS

#### **Apprentice Electrician**

An individual other than an Electrical Contractor, Master Electrician, or Electrical Journeyman, who is engaged in learning about and assisting in the installation or alteration of electrical wiring and equipment under the direct supervision of an Electrical Journeyman or Master Electrician.

#### **Board of Electrical Examiners**

The Electrical Administrative Board created pursuant to City of Detroit *Ordinance 604-H*.

#### **C.E. Broker**

CE Broker tracks renewal requirements and offers licensing management. Report, track, and confirm compliance for licensing renewal. <https://www.cebroke.com/>

#### **DMDC**

Department of Defense Management Data Center

#### **DoDTAP**

Department of Defense Transition Assistance Program

#### **Electrical Contractor**

A person, firm, or corporation engaged in the business of erecting, installing, altering, repairing, servicing, or maintaining electrical wiring, devices, appliances, or equipment.

**Please Note:** An Electrical Contractor may also serve as a Fire Alarm Contractor.

#### **Electrical Journeyman**

A person other than an Electrical Contractor who, as his or her principal occupation, is engaged in the practical installation or alteration of electrical wiring. An Electrical Contractor or Master Electrician may also be an Electrical Journeyman.

#### **Fire Alarm Apprentice**

An individual other than a Fire Alarm Contractor or a Fire Alarm Specialty Technician who is engaged in learning about and assisting in the installation or alteration of fire alarm system wiring and equipment under the direct supervision of a Fire Alarm Specialty Technician.

#### **Fire Alarm Contractor**

A person, firm, or corporation engaged in the business of erecting, installing, altering, repairing, servicing, or maintaining wiring, devices, appliances, or equipment of a fire alarm system.

#### **Fire Alarm Specialty Technician**

An individual other than a Fire Alarm Contractor who, as his or her principal occupation, is engaged in the design and practical installation or alteration of a fire alarm system. An individual who is a Fire Alarm Contractor may also be a Fire Alarm Specialty Technician.

**Good Standing**

Being in good standing is regarded as having complied with all City of Detroit Registration and/or Licensing requirements, holds a valid and current Registration or License, while **not** being subject to any form of sanction, suspension, or disciplinary censure.

**Hyperlink(s)**

Hyperlinks in this guide are only provided when publicly available.

**Master Electrician**

A person having the necessary qualifications, training, experience, and technical knowledge to supervise the installation of electrical wiring and equipment in accordance with the standard rules and regulations governing that work.

**Please Note:** A Master Electrician may also serve as a Fire Alarm Specialty Technician and/or a Sign Specialist

**NFPA**

National Fire Protection Association <https://www.nfpa.org/>

**NICET**

National Institute for Certification in Engineering Technologies <https://www.nicet.org/>

**Sign Specialist**

A person who, as his or her principal occupation, is engaged in the installation, alteration, or repair of electric signs.

**Sign Specialty Contractor**

A person, firm, or corporation engaged in the business of manufacturing, installing, maintaining, connecting, or repairing electric sign wiring or devices, including wiring that is directly related to electric signs and is electrically dedicated as a sign circuit.

***Ugly's Book***

Designed for electricians, engineers, maintenance workers, inspectors, instructors, and apprentices, this pocket-sized resource provides fast access to the most commonly referenced sections of the latest NFPA 70E and related safety standards. <http://www.uglys.net/>

Reference: *State of Michigan Skilled Trades Regulation Act (PA 407 of 2016)*



