



# Electrical Contractor Registration

To register as an electrical contractor, please complete the following:  
*OR TYPE INFORMATION REQUESTED. FORM MUST BE COMPLETE AND LEGIBLE TO BE PROCESSED*

State Registered Company Name: \_\_\_\_\_  
dba: \_\_\_\_\_

State Registered Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ email: \_\_\_\_\_

Attached copy of Electrical Contractor License # \_\_\_\_\_

Name of State Registered Master Electrician: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ email: \_\_\_\_\_

Attached copy of Master Electrician of Record License # \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ email: \_\_\_\_\_

**Attach a copy of each of the following:**

- Copy of Master Electricians' Valid Texas Drivers License or Government issued photo ID that has Holders' permanent address of record. (Copy of photo and ID must be legible.)
- Original Certificate of Insurance (not a copy) for general liability with amounts of coverage as required:
  - ( ) Three hundred thousand dollars (\$300,000.00) for bodily injury;
  - ( ) Twenty thousand (\$20,000.00) for property damage
  - ( ) Must show City of Odessa, Building Inspection Division will be notified within 30 days of cancellation.
  - ( ) List certificate holder as: **City of Odessa, Building Inspection Division**  
**PO Box 4398**  
**Odessa, TX 79760**
- Received a copy of Electrical Code Amendments.
- Received map of Industrial Districts for which permits are required.
- Check vehicle identification for compliance with State Law.

**The following persons are authorized agents who may obtain permits in the name of this company:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**The City of Odessa, Building Inspection Division must be notified immediately of any changes on this form.**

Permits are required at any time the owner or his agent intends to erect, construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the building codes for the City of Odessa. Any owner or contractor who shall cause such work to be done shall first make application to the Building Official and obtain the required permit. Violations of the codes and ordinances adopted by the City of Odessa may result in the issue of citations with fines and penalty up to the amount of \$2000.00 per day for each violation.

I certify the information submitted for registration to perform electrical work in the City of Odessa is true and correct. I am aware of and will comply with all local codes and ordinances for the City of Odessa and Laws of the State of Texas. I have received a copy of the current electrical ordinances and amendments to the electrical code for the City of Odessa. I will immediately notify the City of Odessa, Building Inspection Division of any change in information submitted on this form or employees I have listed to obtain permits for my company.

\_\_\_\_\_  
Signature Date Registration Expires

\_\_\_\_\_  
Legibly Print Name Processed By

**REGISTRATION IS VALID FOR 2 YEARS**  
Electrical Contractor Registration 06/11





# ELECTRICIAN REGISTRATION

To register as an electrician, please complete the following:  
(PRINT OR TYPE INFORMATION REQUESTED. FORM MUST BE COMPLETE AND LEGIBLE TO BE PROCESSED)

Name: \_\_\_\_\_  
Valid Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_

Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_

TDLR Electrical Contractor's License# \_\_\_\_\_

Type of TDLR Electrical License you currently hold:  
TDLR License #: \_\_\_\_\_

- Master Electrician
- Master Sign Electrician
- Journeyman Electrician
- Journeyman Sign Electrician
- Residential Wireman Electrician
- Maintenance Electrician
- Apprentice Electrician

- Attach a copy of TDLR Electrician license.
- Copy of electrician City Acknowledgment (codes & requirements) letter.
- Copy of Electricians' valid Texas Drivers License or Government issued photo ID and permanent address of record. (Copy of photo and ID must be legible.)

I certify the information submitted for registration to perform electrical work in the City of Odessa is true and correct. I am aware of and will comply with all local codes and ordinances for the City of Odessa. I have received a copy of the electrical ordinances and amendments to the electrical code for the City of Odessa. I will immediately notify the City of Odessa, Building Inspection Division of any change in my address or employer.

\_\_\_\_\_  
Signature Date City Registration Expires  
(valid 2 years)

\_\_\_\_\_  
Print Name Processed By

**REGISTRATION IS VALID FOR 2 YEARS**  
Electrician Registration 02/13





# CERTIFICATE OF INSURANCE REQUIREMENTS

Each Certificate of Insurance must show the certificate holder as follows:

**City of Odessa  
Building Inspection Division  
P.O. Box 4398  
Odessa, Texas 79760**

Each contractor is responsible for maintaining their required insurance. The City does not notify contractors of expired insurance certificates and can not request a certificate of insurance from the insurance company.

## ELECTRICAL

- 1) Bodily injury in the amount of \$300,000
- 2) Completed Operations in the amount of \$20,000
- 3) Property Damage in the amount of \$20,000

## PLUMBING

- 1) Liability and Property Damage in the amount of \$100,000
- 2) Contractors with insurance certificates in excess of \$ 300,000 may also furnish a certificate of insurance to the Engineering Division to perform work in the City Right of Way (ROW) in lieu of posting the required ROW Bond. (This will not apply to work in State ROW.)

## MECHANICAL

The contractor shall provide a certificate of insurance for the following coverages:

- 1) Each Class A license applicant or holder shall have in force commercial general liability insurance in an amount not less than \$300,000 combined for Property damage and bodily injury sustained by one or more persons, \$300,000 aggregate (total amount the policy will pay), and \$300,000 aggregate for products and completed operations. In the event claims occur which reduce the required coverage to a level of \$350,000 or less, the licensee shall reinstate the coverage to the original \$300,000 amount or greater.
- 2) Each Class B license applicant or holder shall have in force commercial general liability insurance in an amount not less than \$100,000 combined for property damage and bodily injury sustained by one or more persons, \$100,000 aggregate (total amount the policy will pay), and \$100,000 aggregate for products and completed operations. In the event claims occur which reduce the required coverage to a level of \$75,000 or less, the licensee shall reinstate the coverage to the original \$100,000 amount or greater.

Certificate of Insurance 10/10



Building Inspection Division 411 W. 8<sup>th</sup> St. (432) 335-3214 Fax: (432) 335-3256 [bi@odessa-tx.gov](mailto:bi@odessa-tx.gov)



# ELECTRICAL PERMIT APPLICATION

(CONTRACTOR ONLY)

PERMIT NUMBER:

\_\_\_\_\_-\_\_\_\_\_  
Must use Permit Number to request inspection.

**PERMITS ARE REQUIRED TO BE ISSUED PRIOR TO START OF WORK.**  
FOR CITY TO PROCESS, APPLICATION MUST BE COMPLETE-DO NOT ABBREVIATE-ONLY ONE ADDRESS PER PERMIT

PROJECT ADDRESS: \_\_\_\_\_ BLDG. OR APT#: \_\_\_\_\_

ELECTRICAL CO.: \_\_\_\_\_ ELECT. CONTRACTOR LIC.#: \_\_\_\_\_

NAME OF MASTER ELECT.: \_\_\_\_\_ MASTER ELECT. LIC. #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE#: \_\_\_\_\_ FAX#: \_\_\_\_\_

PROPERTY OWNER  GENERAL CONTRACTOR: \_\_\_\_\_

OWNER OR G.C.'S PHONE#: \_\_\_\_\_

ESTIMATE, BID OR CONTRACT AMOUNT FOR WORK TO BE PERFORMED: \$ \_\_\_\_\_

**INDICATE THE WORK TO BE PERFORMED:**

- New Construction\*                       Room Addition\*\* \_\_\_\_\_ SF Area of Addn.                       Other\*\* (Describe Below)
- Rebuild or Upgrade Service               Equipment Installation\*\* (Describe Below)                       Reinspection Fee
- Size of Service \_\_\_\_\_               Interior Remodel\*\* (Describe Below)

**\*\*DESCRIBE WORK TO BE DONE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Building plans and permits must be on file prior to issue of the Electrical permit.

**NOTE: DO NOT REQUEST AN INSPECTION WITH THE SUBMITTAL OF THIS FORM. THIS FORM IS FOR THE PROCESSING OF PAYMENTS ONLY. WORK STARTED PRIOR TO THE ISSUE OF A PERMIT IS SUBJECT TO PENALTIES AND CITATIONS.**

I acknowledge the information submitted on this permit application is true and correct. I agree to comply with the requirements of the codes and ordinances adopted by the City of Odessa, the laws of the State of Texas and will obtain all required inspections. I understand this application is not a permit until the processing has been completed by the city and returned to the applicant with the permit number attached.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name Legibly

\*\*\*\*\*  
**CITY CONFIRMATION OF ISSUE OF PERMIT**

APPROVED BY: \_\_\_\_\_ SF x \_\_\_\_\_ ¢= \_\_\_\_\_ FEE: \$ \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ELECTRICAL PERMIT APPLICATION 01/12





## Electrician Registration Letter

Thank you for registering your State Electrical License with the City of Odessa. The following are a few of the requirements from Odessa's electrical code and ordinances. Please examine and become familiar with the attached copy of the current city electrical code.

1. **Permit** - No person, firm or corporation shall begin work of installing, erecting or altering material, wiring fixtures or other apparatus to be used for the utilization of electricity for light, heat and power in or on any building or premises in the City without first securing a permit from the Building Inspection Division office. There are no exemptions from permit requirements.
2. **Supervision** – A TDLR licensed journeyman or master electrician employed by the electrical contractor of record is required to be on each commercial job to supervise electrical work while any electrical work is being performed. (Apartments are commercial.) A residential wireman, journeyman or master electrician must be on the job to supervise for residential work. Each electrician in charge of supervision may supervise a maximum of seven (7) electrical employees. An apprentice electrician may not work unsupervised.
3. **License on Person** – Each electrician must have their electrical license and a Government issued photo I.D. on their person while performing electrical work.
4. **Inspections** – Electrical work requiring a permit must be inspected for code compliance before any work is concealed. The inspection tag is not to be removed from the site until all work is completed. The removal, destroying or defacing of an inspection tag is a misdemeanor and punishable by fine.
5. **Master Checks Installations** – The Master Electrician is responsible for checking all electrical installations for code compliance prior to requesting an inspection.
6. **Reinspection** – The minimum reinspection fee is \$25.00 and must be paid at the service counter; prior to requesting a reinspection.
7. **Address on Service** – On any building, structure or property on which there is more than one meter base or a meter detached from the main structure or mounted on a pole, the address must be permanently affixed to each meter base.
8. **Installation Requirements** – You are required to install all electrical items as per the requirements of the current electrical code as adopted by the City of Odessa and as per the manufacturer's requirements. It is the electrician's responsibility to obtain a current copy of the electrical code and amendments for his review and to install all electrical items as per the conditions of the code. The city will inspect for compliance with the electrical code as adopted.

9. **Enforcement** – Citations and fines may be issued to any person violating the provisions of the electrical ordinance. Fines for electrical violations may be up to \$2000.00 per violation. Each day a violation continues may be considered a separate violation.
10. **Information on Registration** – Licensed electricians shall notify the City immediately of any change of address.
11. **Code Changes** – You have been given a current copy of the current electrical ordinance amendments for the electrical code as adopted by the City of Odessa. If you should have any questions regarding the codes and ordinances for the City of Odessa, please contact the Building Inspection office. Changes or additions to the electrical amendments normally occur when a new edition of the NEC Electrical Code is adopted. However, additional changes may at any time be adopted by the City. When this happens, notices of the changes will be available at the Building Inspection office; posted in various media sources and are distributed to local electrical supply vendors. However, it is the licensed electrician’s responsibility to be aware and comply with all changes as they occur.

\_\_\_\_\_  
Acknowledge Receipt/Signature of Electrician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Electrical Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City/State/Zip

(\_\_\_\_\_) \_\_\_\_\_  
Company Phone

*This document is to be kept in the electrician’s file.*

Electrician Registration Letter, Feb 2012



Building Inspection Division 411 W. 8<sup>th</sup> St. (432) 335-3214 Fax: (432) 335-3256 [bi@odessa-tx.gov](mailto:bi@odessa-tx.gov)