



COMMONWEALTH OF MASSACHUSETTS

Division of Occupational Licensure

Board of State Examiners of Electricians

1000 Washington Street, Suite 710, Boston MA 02118

Phone: 617-727-9931 Email: electricians.board@mass.gov

APPLYING FOR AN ELECTRICAL/SYSTEMS BUSINESS LICENSE

WHO MAY APPLY Applications are limited to business entities who have or are contracted with a MA licensed Master or Systems Contractor as Licensee of Record (LOR) and registered with the Secretary of the Commonwealth's corporations division.

HOW TO APPLY

All applications must be submitted online through the Division of Occupational Licensure's (DOL) [ePLACE portal](#). Please review the list below for required documents.

REQUIRED DOCUMENTATION

All Applicants must upload:

- A copy of the Secretary of Commonwealth (SOC) filing or Foreign Certificate (if an out-of-state formed business entity) as filed with the Secretary of the Commonwealth of Massachusetts.
 - Electrical companies: The SOC must have the licensee of record visibly listed with title and in addition to any other purpose, the document shall state the business entity is "organized to conduct or engage in the electrical contracting and installation work, including but not limited to Fire Warning and Security Systems".
 - Strictly Systems companies: The SOC must have the licensee of record visibly listed with title and in addition to any other purpose, the document shall state the business entity is "incorporated to conduct or engage in the Fire Warning and Security Systems installation work". An amendment shall be filed, if necessary, with Secretary of the Commonwealth of Massachusetts and a copy shall accompany the original Articles of Organization.
- A copy of the Master or Systems Contractor license card of the named licensee of record.
- Licensee letter of intent

Upload the following if applicable:

- Foreign Certificate as issued by the SOC (Out of state entity)
- Certificate of Amendment as filed with the SOC for the purpose of adding the licensee or amending the articles
- A copy of the DBA certificate as filed locally if the business entity also goes by a DBA name.
- Amendments to Business Articles if necessary to document any of the above requirements.
- Licensee letter of compliance – if the licensee is serving as licensee of record for more than one business entity, list all entities and demonstrate ability to hold responsibility for each and ensure each entity maintains compliance with the laws, rules, and regulations enforced by the Board.
- The Master/Systems Contractor (LOR) license card.

Application Specific documents

Corporation Application:

- A copy of the original Articles of Incorporation

- A copy of the bylaws or if applicable agreement naming the licensee of record and their responsibilities.
- Clerk's Certificate (a list of all officers, which includes the licensee of record, certified by the clerk of the corporation as a true copy of its records)

Limited Liability Corporation Application:

- A copy of the original Articles of Organization
- Operating Agreement if applicable
- listing the licensee of record and their responsibilities.
- List of Managers certified by the clerk (which includes the licensee of record)
- Limited Liability Insurance certificate

Limited Liability Partnership:

- Partnership Agreement Form
- Letter of resignation/termination (in associating/disassociating licensee of record)
- A copy of the agreement naming the new licensee of record and their responsibilities.
- DBA certificate (if applicable)

APPLICATION FEE

The application and license fee amounts to \$221 and is payable online by credit card, debit, card, or direct bank withdrawal. There is also a vendor convenience fee charged at the time of payment.

APPLICATION REVIEW AND PROCESSING TIME

The application will be processed in no less than (10) business days. Incomplete or Insufficient documentation will delay approval of the application. If the application status is “**Additional information needed**” email the Board office for details.

APPLICATION APPROVAL AND LICENSE ISSUANCE

Once issued the license number will be listed in the portal account. The license card is printed and mailed within the week however can take up to 4-6 weeks to arrive by USPS. The license is also publicly viewed via DOL's “[Check a License](#)” feature within twenty four (24) to forty eight (48) hours of issuance.

QUESTIONS

Question regarding the business license application process should be directed to the Board office by email electricians.board@mass.gov