



COMMONWEALTH OF MASSACHUSETTS

Division of Professional Licensure

Board of State Examiners of Electricians

1000 Washington Street, Suite 710, Boston MA 02118

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

Website: www.mass.gov/dpl/boards/el

APPLYING FOR AN ELECTRICAL/SYSTEMS BUSINESS LICENSE

HOW TO APPLY

All applications must be submitted online through the Division of Professional Licensure's (DPL) [ePLACE portal](#). In addition to completing the informational portions of the online application, applicants are required to upload electronic copies of all supporting documents. Please review the list below for a summary of the required documents. Applicants are advised that they should retain original copies of all supporting documents.

REQUIRED DOCUMENTS

Please review the list below for a summary of the documents required for the business license type for which you are applying:

All Applications must include:

- A digital image of the Master/Contractor of Records License uploaded to site.
- If applicable, an explanatory document detailing all prior or pending disciplinary actions against any professional license held by the licensee of record in any jurisdiction, foreign or domestic. Please include certified copies of any disciplinary documents or official records of the disciplinary action.
- If applicable, an explanatory document detailing all prior felony or misdemeanor convictions against the licensee of record in any jurisdiction, foreign or domestic. Please include copies of certified court records related to the conviction.

Application Specific:

Corporation Application:

- Original Articles of Incorporation
- Amendment to Articles
- A copy of the bylaws or if applicable agreement naming the licensee of record and their responsibilities.
- Clerk's Certificate
- DBA certificate (if applicable)
- Foreign certificate (Out of state entity)
- Letter of compliance (Demonstration to the Board when the licensee of record is affiliated with multiple entities of being compliant with the laws, rules, and regulations enforced by the Board.)

Limited Liability Corporation Application:

- Original Articles of Organization
- Amendment to Articles
- A copy of the bylaws or if applicable agreement naming the licensee of record and their responsibilities.
- Clerk's Certificate/List of Managers
- DBA certificate (if applicable)



COMMONWEALTH OF MASSACHUSETTS

Division of Professional Licensure

Board of State Examiners of Electricians

1000 Washington Street, Suite 710, Boston MA 02118

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

Website: www.mass.gov/dpl/boards/el

- Foreign certificate (Out of state entity)
- Limited Liability Insurance
- Operating Agreement
- Partnership Agreement (Partnership, LLP)
- Letter of compliance (Demonstration to the Board when the licensee of record is affiliated with multiple entities of being compliant with the laws, rules, and regulations enforced by the Board.)

Limited Liability Partnership:

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

APPLICATION FEE

The application fee and license fee are charged at the same time when application is submitted. The total fee is \$221. The fee is payable at the end of the online application process, by credit card, debit, card, or bank account. Please note that there is a separate convenience fee charged by DPL's vendor for certain online payment transactions.

APPLICATION REVIEW AND PROCESSING TIME

Please note that it takes a minimum of ten (10) business days for the Board to review and approve a Business License application. The Board will only review complete applications. Failure to submit all supporting documents will result in your application being deemed incomplete and subject for denial.

APPLICATION APPROVAL AND LICENSE ISSUANCE

Once approved, your license will automatically link to your ePlace portal and the physical card will be mailed out. This can take up to 4-6 weeks to be received. Your license information will be available on DPL's public "[Check a License](#)" 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 emailing electricians.board@mass.gov.