



Department of Development
Permit & Inspection Division – Electrical Department

City of Baton Rouge
Parish of East Baton Rouge

300 N. 10th St.
Baton Rouge, Louisiana 70802
(225) 389-3213

November 10, 2016

TO: ALL ELECTRICAL CONTRACTORS

FROM: Charles Joffrion, Jr., Chief Code Enforcement Officer, ICC Certified

SUBJECT: 2017 License Renewal

*****PLEASE READ ALL INFORMATION CAREFULLY*****

License Renewal Information

Once again it is license renewal time. Enclosed is a 2017 license renewal application. Please be sure that the licensee's name is filled in clearly on the proper blank of the application.

You must submit your completed application and renewal fee to the Electrical Section by **December 31st, 2016** of the current year. If you fail to renew your license before December 31, 2016, there will be a \$10.00 additional fee per month until March 31, 2017; after that the license fee will be \$150.00 the same as a new applicant.

Along with your license renewal application, you must also submit the following documentation:

1. A current copy of your insurance certificate.
2. A current continuation certificate for surety bond.
3. A copy of your Louisiana Department of Revenue Sales Tax Registration Certificate
4. A copy of your current state license (if applicable) indicating expiration date. Your parish license name must match state license or you will be required to obtain a new parish license.

NOTE: NO PERMIT APPLICATIONS WILL BE PROCESSED OR REQUESTED INSPECTIONS MADE IF ITEMS 1 – 4 ARE NOT CURRENT AT TIME OF REQUEST.

General Information

- Permits must be purchased prior to commencement of work or the job is subject to a double permit fee charge. To aid us in processing your E-FILE permit request in a timely manner please fill out the forms completely with the proper information (correct address; owner & tenants name; building project numbers; etc.). This will prevent your application from being returned.

We appreciate your cooperation in the past and look forward to working with you in 2017.

Charles Joffrion, Jr.
Chief Code Enforcement Officer (Electrical)
Enclosures

2017 LICENSE

CITY OF BATON ROUGE
ELECTRICAL LICENSE APPLICATION OR RENEWAL
(PLEASE TYPE OR PRINT)

Company Name: _____

DBA: _____

State License # _____ EBRP License # _____

Company Address: _____

City: _____ State: _____

Office Phone Number: (____) _____ Fax Number: (____) _____

E-MAIL Address: _____

Local Contact Number:(____) _____

Name of Person Holding License: _____

Sinature of License Holder: _____

(MUST HAVE SIGNATURE)

I verify that all of my trucks being used are completely and properly marked,
According to Section 310 - (b) of the City of Baton Rouge and Parish of East
Baton Rouge Electrical Code.

NEW LICENSE: \$150.00 _____ RENEWAL: \$100.00 _____

Approved By : _____

Signature

Date: _____ Insurance Policy _____

Receipt Number: _____ Bond: _____

For The Year: 2017

LDR Tax Registration # _____

Requirements: Application, Certificate of Liability, \$ 5,000 Surety Bond,LDR Tax
Registration Certificate, Copy of Current State License , Letter from state
showing who qualified for State License, First time license \$150.00 , Renewal \$100.00

***** NOTE: NO PERMITS WILL BE ISSUED OR INSPECTIONS PERFORMED IF LICENSE
IS NOT CURRENT. RENEWAL, BOND, INSURANCE & LDR ALL MUST BE CURRENT.
