



## NEW LICENSE APPLICATION

### Application Submittal:

Mail: NCBEEC, 505 N. Greenfield Parkway Suite 100, Garner, NC 27529  
Email: [Office@ncbeec.org](mailto:Office@ncbeec.org) Fax: (800) 691-8399

**IMPORTANT – READ CAREFULLY**

### APPLICATION REQUIREMENTS:

All license applicants must include the following with their application:

1. A completed application to the Board on the forms provided for the license classification chosen, including the applicable license fee listed on the application.
2. Each qualified individual listed on the application must have taken and passed a qualifying examination with the Board. Furnish the name, signature and social security number of at least one person to serve as the listed qualified individual for the applicant's license.
3. **Unlimited (U) Classification Applications:** Applicants wishing to obtain an Unlimited license shall furnish a \$150,001.00 Unlimited Bonding Ability Statement with Power of Attorney attached; OR a letter showing a line of credit issued by a bank, savings bank, or savings and loan association pursuant to G.S. 87-43.2(a)(4).
4. **Intermediate (I) Classification Applications:** Applicants wishing to obtain an Intermediate license shall furnish a \$60,001.00 Intermediate Bonding Ability Statement with Power of Attorney attached; OR a letter showing a line of credit issued by a bank, savings bank, or savings and loan association pursuant to G.S. 87-43.2(a)(4).
5. **Corporations/Limited Liability Companies ONLY:** If you are a part of or plan to become a corporation or limited liability company (ex. Inc., LLC., etc.) you must register the business with the NC Secretary of State. The Board shall not issue a license for a corporation nor a limited liability company unless the corporation/company has obtained a certificate of authority from the North Carolina Secretary of State. For more information visit [www.sosnc.gov](http://www.sosnc.gov) or call (919) 814-5400.

---

### LICENSE NAME REQUIREMENTS:

Pursuant to Rule .0402 of Title 21, Chapter 18B, of the North Carolina Administrative Code:

- (a) Issuance of License. The name in which a license is issued must be distinguishable upon the records of the Board from the name in which a license has already been issued. If the name requested, after deleting all spaces, punctuation marks, articles, prepositions, conjunctions and, whether abbreviated or not, "corporation," "incorporated," "company," or "limited," is not identical to the name in which a license has already been issued, it shall be distinguishable. The substitution of a numeral for a word that represents the same numeral shall not make the name distinguishable.
- (b) Name In Which Business Must Be Conducted. All electrical contracting business, including all business advertising and the submission of all documents and papers, conducted in the state of North Carolina by a licensee of the Board shall be conducted in the exact name in which the electrical contracting license is issued.
- (c) Notification of Address and Telephone Change. All licensees shall notify the Board in writing within 30 days of any change in location or mailing address and telephone number.

*History Note: Authority G.S. 87-42;  
Eff. October 1, 1988;  
Amended Eff. March 1, 1999; February 1, 1996.*

### **NOTICE OF PROCESSING FEE FOR SUBMITTAL OF BAD CHECK:**

Pursuant to Rule .0107 of Title 21, Chapter 18B, of the North Carolina Administrative Code, any person, partnership, firm or corporation submitting a check to the Board which is subsequently returned because of insufficient funds or no account at a bank will be charged a processing fee of \$25.00 for such a check; and, until the payer has made the check good and paid the \$25.00 processing fee, the payer will not be eligible to take an examination, review an examination, obtain a license or have a license renewed. Payment for making good such bad check and for the \$25.00 processing fee must be in the form of a cashier's check or money order payable to the Board.

### **CRIMINAL BACKGROUND / HISTORY CHECKS:**

Pursuant to Session Law 2019-91, all licensing boards must to include a reference to the appeal process in any orders denying licensure based on criminal convictions. The Board may conduct a formal criminal or disciplinary history check. Answering "yes" to any of these questions or having a conviction, disciplinary or adverse employment action is not automatically a basis for denial of licensure.

When an applicant has a criminal conviction, the Board will consider:

- 1) The level and seriousness of the crime.
- 2) The date of the crime.
- 3) The age of the person at the time of the crime.
- 4) The circumstances surrounding the commission of the crime, if known.
- 5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
- 6) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
- 7) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
- 8) A Certificate of Relief granted pursuant to North Carolina Gen. Stat. § 15A-173.2.
- 9) The subsequent commission of a crime by the applicant.
- 10) Any affidavits or other written documents, including character references.

If Board staff is unable to approve an application, the applicant has the right to request to have that application heard by the members of the Board. Any such request should be submitted in writing to the Board's Executive Director. The Board will conduct that hearing pursuant to the North Carolina Administrative Procedure Act and the Board's own hearing rules. As a result of the evidence presented at that hearing and considering the considerations outlined above, the Board may refuse to grant or may condition a license if it finds any of the grounds for doing so under North Carolina Gen. Stat. § 90-85.38(a).

If the applicant wishes to appeal the Board's final decision, the applicant may seek review of the decision by filing a petition for judicial review in the Superior Court pursuant to Article 4 of the Administrative Procedure Act, North Carolina Gen. Stat. § 150B-43 *et seq.*



# NEW LICENSE APPLICATION

NC STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS  
Phone: (919) 733-9042 Web: www.ncbeec.org

### Application Submittal:

Mail: NCBEEC, 505 N. Greenfield Parkway  
Suite 100, Garner, NC 27529

Email: Office@ncbeec.org

Fax: (800) 691-8399

## SECTION 1: BUSINESS INFORMATION

1. CLASSIFICATION OF LICENSE DESIRED: (CHECK CLASSIFICATION; LICENSE FEE MUST BE SUBMITTED WITH APPLICATION)

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> UNLIMITED \$ 200.00    | <input type="checkbox"/> SP-SFD \$ 100.00 | <input type="checkbox"/> SP-FALV \$ 100.00 | <input type="checkbox"/> SP-ES \$ 100.00 |
| <input type="checkbox"/> INTERMEDIATE \$ 150.00 | <input type="checkbox"/> SP-PH \$ 100.00  | <input type="checkbox"/> SP-EL \$ 100.00   |  |
| <input type="checkbox"/> LIMITED \$ 100.00      | <input type="checkbox"/> SP-WP \$ 100.00  | <input type="checkbox"/> SP-SP \$ 100.00   |  |

2. BUSINESS/COMPANY NAME: \_\_\_\_\_  
*EXACT NAME IN WHICH ELECTRICAL CONTRACTING BUSINESS WILL BE CONDUCTED IN NORTH CAROLINA*

3. PHYSICAL ADDRESS \_\_\_\_\_  
*(P.O. BOX NOT ACCEPTABLE) NUMBER AND STREET*  
\_\_\_\_\_  
*CITY STATE ZIP*

4. MAILING ADDRESS \_\_\_\_\_  
*(IF DIFFERENT FROM ABOVE) NUMBER AND STREET*  
\_\_\_\_\_  
*CITY STATE ZIP*

5. DAYTIME PHONE (INCLUDING AREA CODE): \_\_\_\_\_

6. CELL PHONE (INCLUDING AREA CODE): \_\_\_\_\_

7. EMAIL ADDRESS: \_\_\_\_\_  
*(LICENSEE WILL RECEIVE ALL BOARD CORRESPONDENCE AT THIS EMAIL)*

8. INDICATE THE NATURE OF THE COMPANY AND LIST THE NAMES AND TITLES OF OWNER(S), PARTNERS, OFFICERS, OR MEMBERS ON THE LINE BELOW:  
 SOLE PROPRIETORSHIP     PARTNERSHIP     CORPORATION     LIMITED LIABILITY COMPANY  
NAMES/TITLES: \_\_\_\_\_

9. HOW DO YOU PLAN TO CONDUCT THE ELECTRICAL CONTRACTING BUSINESS?     FULL-TIME     PART-TIME

## SECTION 2: QUALIFIED INDIVIDUAL INFORMATION

10. NAME, SIGNATURE, DATE OF BIRTH, AND SOCIAL SECURITY NUMBER OF EACH QUALIFIED INDIVIDUAL TO BE ADDED TO LICENSE STARTING WITH THE LICENSEE (LICENSE HOLDER):

<u>FULL NAME</u>	<u>SIGNATURE</u>	<u>DATE OF BIRTH</u>	<u>SOCIAL SECURITY NUMBER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### (BOARD USE ONLY)

LICENSE # \_\_\_\_\_ APPROVED BY \_\_\_\_\_ EFFECTIVE \_\_\_\_\_ B# \_\_\_\_\_  
BACKGROUND \_\_\_\_\_

### **SECTION 3: EMPLOYEE CLASSIFICATION INFORMATION**

13. I CERTIFY THAT I HAVE READ THE PUBLIC NOTICE STATEMENT REGARDING **EMPLOYEE MISCLASSIFICATION** INCLUDED WITH THIS APPLICATION AND THAT I UNDERSTAND IT.

I HAVE NOT BEEN INVESTIGATED FOR EMPLOYEE MISCLASSIFICATION.

I HAVE BEEN INVESTIGATED FOR EMPLOYEE MISCLASSIFICATION AND WILL SUPPLY THE RESULTS OF THE INVESTIGATION TO THE BOARD WITHIN 30-DAYS.

### **SECTION 4: LEGAL INFORMATION**

***UNDER STATE LAW, AN APPLICANT IS NOT REQUIRED TO INCLUDE A REFERENCE TO, OR INFORMATION CONCERNING, ANY ARREST, CHARGE, OR CONVICTION THAT HAVE BEEN EXPUNGED.***

14. HAS THE OWNER, ANY PARTNER, ANY OFFICER, ANY MEMBER, OR ANY QUALIFIED INDIVIDUAL BEEN CONVICTED OF A **MISDEMEANOR** (EXCLUDING MINOR TRAFFIC VIOLATIONS) DURING THE PAST 3 YEARS?     **YES**     **NO**

15. HAVE YOU EVER BEEN CONVICTED OF A **FELONY**?     **YES**     **NO**

IF YES TO EITHER, EXPLAIN ON REVERSE SIDE OF THIS FORM AND PROVIDE A COPY OF THE COURT JUDGMENT. IF A COPY OF THE COURT JUDGMENT WAS PREVIOUSLY SUBMITTED, **INITIAL HERE** \_\_\_\_\_ AND DO NOT RE-SUBMIT.

16. I/WE UNDERSTAND AND AGREE TO BE GOVERNED BY THE ELECTRICAL CONTRACTING LAWS AS CONTAINED IN CHAPTER 87, ARTICLE 4, OF THE GENERAL STATUTES OF NORTH CAROLINA, AND BY THE RULES AND REGULATIONS ADOPTED BY THE BOARD FOR THE IMPLEMENTATION OF THESE LAWS IN THE CONDUCTING OF MY/OUR ELECTRICAL CONTRACTING BUSINESS. **I/WE AUTHORIZE THE BOARD TO RESEARCH AND VERIFY THE INFORMATION SUBMITTED CONCERNING THIS APPLICATION.**

SIGNATURE OF APPLICANT \_\_\_\_\_ TITLE \_\_\_\_\_

### **SECTION 5: PAYMENT INFORMATION**

PAYMENT METHOD:     CHECK     MONEY ORDER     CREDIT CARD  
*(CHECK / MONEY ORDER SHOULD BE MADE PAYABLE TO NCBEEC)*

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

*STREET ADDRESS*

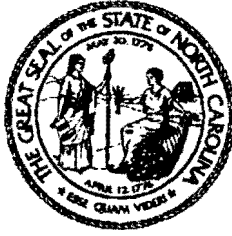
*CITY*

*STATE*

*ZIP*

**PLEASE ALLOW 7-10 BUSINESS  
DAYS FOR PROCESSING**

Mike Causey, Commissioner of Insurance  
Charlton L. Allen, Chairman  
Yolanda K. Stith, Vice-Chairman



Philip A. Baddour, III, Commissioner  
Linda Cheatham, Commissioner  
Christopher C. Loutit, Commissioner  
Tammy R. Nance, Commissioner

## North Carolina Industrial Commission

### Public Notice Statement

*required by N.C. Gen. Stat. § 143-764(a)(5), effective December 31, 2017*

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-762(a)(3)(Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4)(Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.

Employee Classification Section  
North Carolina Industrial Commission  
1233 Mail Service Center  
Raleigh, NC 27699-1233  
Telephone: (919) 807-2582  
Fax: (919) 715-0282  
Email: [emp.classification@ic.nc.gov](mailto:emp.classification@ic.nc.gov)

Employee misclassification is defined as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor. [N.C. Gen. Stat. § 143-762(5)]