

# **STATE OF MAINE**

# **ELECTRICIANS' EXAMINING BOARD**

## **ONLINE ELECTRICAL PERMIT APPLICATION INSTRUCTIONS**



**DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION**

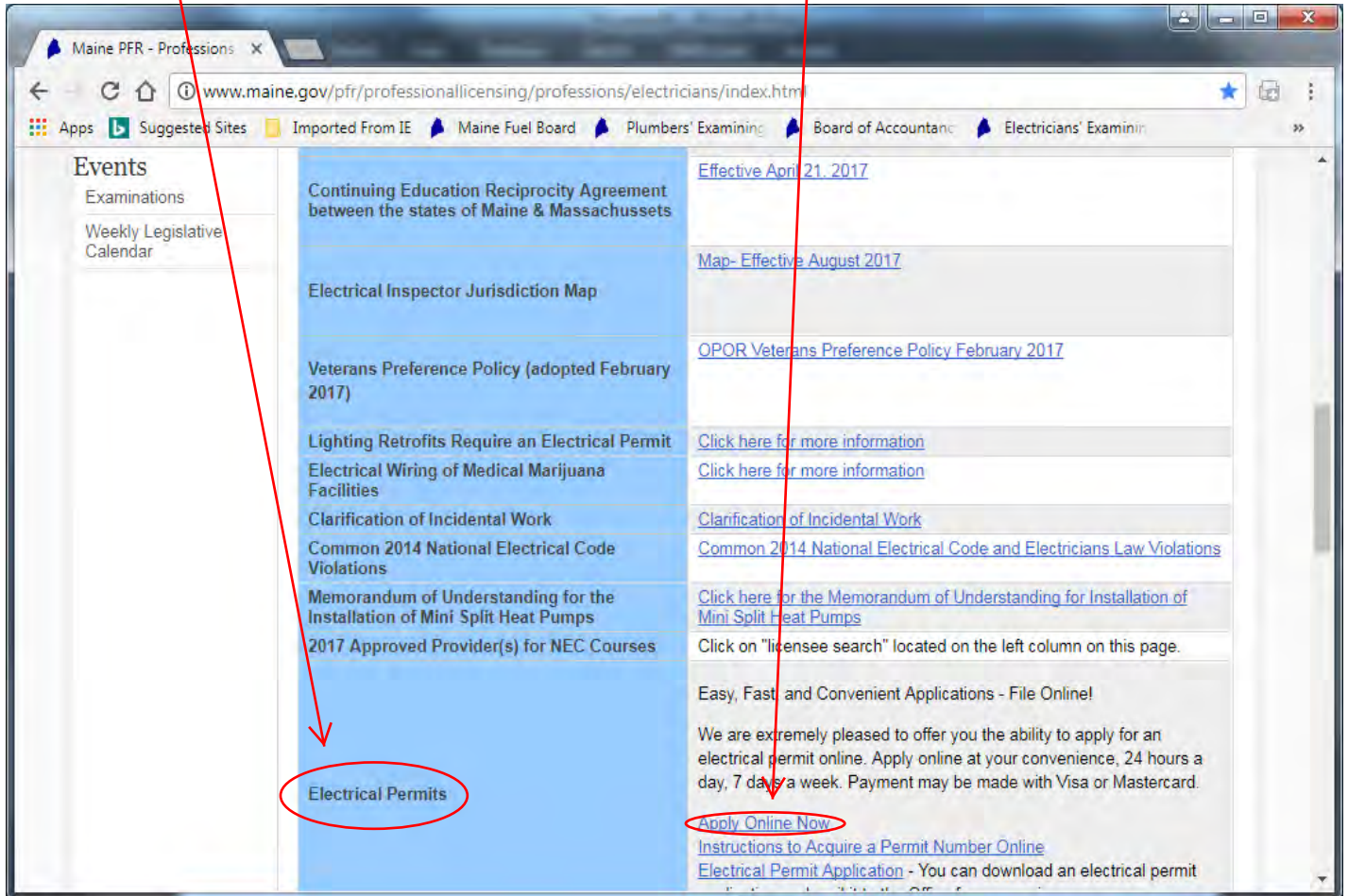
**ELECTRICIANS' EXAMINING BOARD  
35 STATE HOUSE STATION  
AUGUSTA, MAINE 04333  
TELEPHONE: 207-624-8457**

<http://www.maine.gov/pfr/professionallicensing/professions/electricians/index.html>

Printed: September 8, 2017

# MAINE ELECTRICIANS' EXAMINING BOARD ONLINE ELECTRICAL PERMIT APPLICATION INSTRUCTIONS

1. Go to the Maine Electricians' Examining Board home page at:  
[www.maine.gov/pfr/professionallicensing/professions/electricians/index.html](http://www.maine.gov/pfr/professionallicensing/professions/electricians/index.html)
2. In the "What's New" section (blue box half-way down the home page) scroll to **Electrical Permits** and click the option "**Apply Online Now**"



3. Main Menu - Next select the option “Apply for an electrical permit” and click “Continue”

**ELECTRICIANS' EXAMINING BOARD**

Main Menu

Please select from the following options:

- ☐ Apply for a license
- ☐ Apply for an examination
- ☐ Reinstate a license
- ☐ Renew a license
- ☒ **Apply for an electrical permit**
- ☐ Apply for a single family dwelling certification
- ☐ Update Contact Information
- ☐ Request a copy of my license
- ☐ Change Account Information

**Continue**

4. Service Options - Select a service option:

- Apply for Electrical Permit
- Apply for Electrical Permit – Temporary Service ONLY (With this option the scope of work is limited to temporary service only – you cannot add panels remote, etc.)

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**ELECTRICIANS' EXAMINING BOARD**

Service Options

Your options include the following choice(s). Please confirm your desired option from the list. If you do not find what you are looking for, please contact the board.

- [Apply for Electrical Permit](#)
- [Apply for Electrical Permit - Temporary Service ONLY](#)

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#).



5. Enter the “Facility Type” (e.g. single family home, grocery store, storage shed) and click “Save Changes to Facility Type”

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ELECTRICIANS' EXAMINING BOARD

Transaction Type: Apply for Electrical Permit | License: ELECTRICAL PERMIT

Facility Type

To apply for an electrical permit, follow the steps listed below.

- Please complete this online application and submit online with your credit card payment. If you do not wish to pay by credit card, you may still use this online application, then print and mail the application with your check. **All permit fees are non-refundable.**
- A permit will only be issued to a licensed master electrician or limited electrician, for an installation within the scope of the licensee's limited practice.
- If the Board determines the installations or alterations planned are in compliance with all applicable statutes and rules, a permit will be issued.
- The permit will only be emailed to the licensed master or limited electrician.
- The master or limited electrician who applies for an electrical permit is legally and professionally responsible for compliance with all laws and rules enforceable by the board with respect to the installation for which the permit is requested.
- An inspection is required before the electrical wiring is enclosed by the building construction. The electrician making the installation or alteration shall notify the state electrical inspector at (207) 624-8519 when the installation is ready for inspection.

Please begin by describing the type of facility, for example: grocery store, doctor's office, hair salon, etc.

\*Required fields.

Facility Type\*

Save Changes to Facility Type Cancel

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#).

6. You will be taken back to the Application Instructions screen. Review facility type for accuracy and then Click “Add Location”

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ELECTRICIANS' EXAMINING BOARD

Transaction Type: Apply for Electrical Permit | License: ELECTRICAL PERMIT

Application Instructions

To apply for an electrical permit, follow the steps listed below.

- Please complete this online application and submit online with your credit card payment. If you do not wish to pay by credit card, you may still use this online application, then print and mail the application with your check. **All permit fees are non-refundable.**
- A permit will only be issued to a licensed master electrician or limited electrician, for an installation within the scope of the licensee's limited practice.
- If the Board determines the installations or alterations planned are in compliance with all applicable statutes and rules, a permit will be issued.
- The permit will only be emailed to the licensed master or limited electrician.
- The master or limited electrician who applies for an electrical permit is legally and professionally responsible for compliance with all laws and rules enforceable by the board with respect to the installation for which the permit is requested.
- An inspection is required before the electrical wiring is enclosed by the building construction. The electrician making the installation or alteration shall notify the state electrical inspector at (207) 624-8519 when the installation is ready for inspection.

Location of Building Worksite

Please include any landmarks, such as pole number, mail box number, etc.

Facility Type

\*Required

Status: Edited

Facility Type: HAIR SALON

Edit Facility Type

This address will be displayed on the State's Web Site. \*Required

No addresses on file

Add Location

7. Location Screen - **Enter physical location** for the electrical permit site (add directions if the site is not easily found) and click **“Save Location”**

Location

Please specify the physical location **\*Required fields.**

**Note:** US Addresses submitted are validated and standardized according to US Postal Standards.  
[View US Postal Standards +](#)

Address (Line 1)\*  
Address (Line 2)  
Address (Line 3)  
Address (Line 4)  
City/Town\*  
State\*  
Maine  
County\*  
Please Select  
Postal Code\*  
Address Directions  
Address Type\*  
(Please select at least one type but all types may be selected.)  
☒ Worksite Address

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#)

\* If the physical site location provided does not match up with United States Postal Service mailing addresses (911 addresses) the system may prompt you to select between the submitted address and the USPS address of record. Make a selection and click **“Continue”**

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**ELECTRICIANS' EXAMINING BOARD**

Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

Location

Please select either the address you submitted "Submitted Address" or select the "USPS Official Address" and click the "Continue" button. If you need to make changes to the address you submitted, please use the "Edit Submitted Address" button.

**Submitted Address**

☐ 35 STATE HOUSE STATION, AUGUSTA, ME 04333

**USPS Official Address**

☒ 35 STATE HOUSE STA, AUGUSTA, ME 04333-0035

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#)

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**Information**  
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[Contact technical support](#)

**Transaction Security**

8. Application Instructions Screen - Review the worksite address provided and click “Continue”

Application Instructions

To apply for an electrical permit, follow the steps listed below.

- Please complete this online application and submit online with your credit card payment. If you do not wish to pay by credit card, you may still use this online application, then print and mail the application with your check. **All permit fees are non-refundable.**
- A permit will only be issued to a licensed master electrician or limited electrician, for an installation within the scope of the licensee's limited practice.
- If the Board determines the installations or alterations planned are in compliance with all applicable statutes and rules, a permit will be issued.
- The permit will only be emailed to the licensed master or limited electrician.
- The master or limited electrician who applies for an electrical permit is legally and professionally responsible for compliance with all laws and rules enforceable by the board with respect to the installation for which the permit is requested.
- An inspection is required before the electrical wiring is enclosed by the building construction. The electrician making the installation or alteration shall notify the state electrical inspector at (207) 624-8519 when the installation is ready for inspection.

Location of Building Worksite

Please include any landmarks such as pole number, mail box number, etc.

Facility Type

\*Required

Status: **Edited**

Facility Type: HAIR SALON

Edit Facility Type

This address will be displayed on the State's Web Site. \*Required

Address: 35 STATE HOUSE STA, AUGUSTA, ME 04333-0035 US (New)

Address Type: Worksite

Edit Location Remove Location

Review

Please review the information above and click the continue button below to proceed.

Continue

9. Town Where Work Will Be Performed Screen - To select the town where the work will be performed **click the down arrow and choose a town.** \*If the town for the worksite permit is not listed please select “None of the Above” (Please be sure to check that the town/city does not do their own permitting for the service prior to finishing this form)

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Transaction Type: Apply for Electrical Permit | License: ELECTRICAL PERMIT

Performed

Managed by the town or city where the work is performed. Please review the list below and if the town for which you are performing the work is not listed, please select NONE OF THE ABOVE.

the electrical work will be done; if not listed, NONE OF THE ABOVE

above and click the continue button below to proceed.

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at (207) 624-8603 or [perm@maine.gov](mailto:perm@maine.gov)

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10. Click “Continue”



11. Email Address - Click “Add Email Address” and on the next screen enter your email address (twice) and **select an email type** (primary or alternate email address)

https://www3.maine.gov/cgi-bin/online/licensing\_test/process\_page.pl

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**ELECTRICIANS' EXAMINING BOARD**

Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

**Email Address**  
Provide the email of the Master/Limited Electrician obtaining the permit. The permit will be emailed to the primary email address which must be the Master/Limited Electrician obtaining the permit.

**Email**  
If you provide email(s), please indicate which is the Primary email. \*A minimum of 1 Email Address is required

No email addresses on file

**Add Email Address**

**Electrician's Phone**  
Please enter the phone of the electrician obtaining the permit

This phone will be displayed on the State's Web Site. \*Required

No phone or fax numbers on file

**Add Phone**

**Review**  
Please review the information above and click the continue button below to proceed.

12. Click “Save Email”

https://www3.maine.gov/cgi-bin/online/licensing\_test/add\_another.pl

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**ELECTRICIANS' EXAMINING BOARD**

Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

**Email**  
Please provide your email address information. \*Required fields.

**Email Address\***  
mary.a.lord@maine.gov

**Email Address Confirmation\***  
mary.a.lord@maine.gov

**Email Type\***  
(Please select at least one type, but all types may be selected.)

☒ **Primary Email Address**

☐ **Alternate Email Address**

**Save Email** [Cancel](#)

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#).

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### 13. Electrician's Phone - Click "Add Phone"

Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

**Email Address**  
Provide the email of the Master/Limited Electrician obtaining the permit. The permit will be emailed to the primary email address which must be the Master/Limited Electrician obtaining the permit.

**Email**  
If you provide email(s), please indicate which is the Primary email. *\*A minimum of 1 Email Address is required*

Email Address:     
Email Type:

**Electrician's Phone**  
Please enter the phone of the electrician obtaining the permit

This phone will be displayed on the State's Web Site. *\*Required*

No phone or fax numbers on file

**Review**  
Please review the information above and click the continue button below to proceed.

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### 14. Phone – Enter electrician's contact number and click "Save Phone"

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Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

**Phone**  
Please provide phone information *\*Required fields.*

**International Dialing Location\***  
☒ North America and US Territories (phone numbers format: 1 (xxx) xxx-xxxx)  
☐ Other Location (phone numbers with country code of other than 1)

**Number\***

**Extension**

**Phone Type\***  
(Please select at least one type but all types may be selected.)  
☒ Primary Phone

[Cancel](#)

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15. Review – review the electrician’s email address and telephone number entered for accuracy and click “**Continue**” in the Review box

https://www3.maine.gov/cgi-bin/online/licensing\_test/add\_phone.pl Regulatory Licensing & Per...

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Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

**Email Address**  
Provide the email of the Master/Limited Electrician obtaining the permit. The permit will be emailed to the primary email address which must be the Master/Limited Electrician obtaining the permit.

**Email**  
If you provide email(s), please indicate which is the Primary email. \*A minimum of 1 Email Address is required

Email Address: mary.a.lord@maine.gov (New) Edit Email Address Remove Email Address  
Email Type: Primary

Add Email Address

**Electrician's Phone**  
Please enter the phone of the electrician obtaining the permit

This phone will be displayed on the State's Web Site. \*Required

Number: +1 (207) 624-8457 (New) Edit Phone Remove Phone  
Type: Primary

**Review**  
Please review the information above and click the continue button below to proceed.

Continue

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16. Master/Limited Electrician – Click “**Add Electrician**”

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Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

**Master/Limited Electrician**  
Licensed electrician obtaining the permit. The master or limited electrician who applies for an electrical permit is legally and professionally responsible for compliance with all laws and rules enforceable by the board with respect to the installation for which the permit is requested.

\*Required  
Not on file

Add Electrician

**Review**  
Please review the information above and click the continue button below to proceed.

Continue

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17. Electrician - Enter first and last name of electrician and electrician's license number

18. Click “Search”

https://www3.maine.gov/cgi-bin/online/licensing\_test/relationship\_add.pl

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Transaction Type: Apply for Electrical Permit | License: ELECTRICAL PERMIT

Electrician

Please enter the information for the Electrician you wish to search for. Not all fields are required for the search.

First Name of Individual  
STEVEN

Last Name of Individual

License Number  
(Example: XYZ12445)  
MS600

**Search** Cancel

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19. Click the **circle** next to the applicable electrician's name and select “Continue”

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Transaction Type: Apply for Electrical Permit | License: ELECTRICAL PERMIT

Electrician

The information you provided returned the following results. Please select the from the list below.

MS600 ALAN R. WELLS, ME 04090

**Continue** Cancel New Lookup

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20. Review the Electrician information for accuracy and select **“Save Changes to Electrician”**

https://www3.maine.gov/cgi-bin/online/licensing\_test/relationship\_select.pl

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**ELECTRICIANS' EXAMINING BOARD**

Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

Electrician

Please make your changes to the information below: \*Required fields.

License Number\*  
MS600 [REDACTED]

Name\*  
[REDACTED] ALAN R.

Select Different Electrician **Save Changes to Electrician** [Return to Review](#)

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#).

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21. At the next screen click **“Continue”**

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**ELECTRICIANS' EXAMINING BOARD**

Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

Master/Limited Electrician

Licensed electrician obtaining the permit. The master or limited electrician who applies for an electrical permit is legally and professionally responsible for compliance with all laws and rules enforceable by the board with respect to the installation for which the permit is requested.

\*Required

Status: **new**

License Number: MS600 [REDACTED]

Name: [REDACTED] ALAN R.

Address: WELLS, ME 04090

Select Different Electrician Remove Electrician

Review

Please review the information above and click the continue button below to proceed.

**Continue**

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#).

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## 22. Property Owner Contact Information - Click “Add Owner”

https://www3.maine.gov/cgi-bin/online/licensing\_test/process\_page.pl

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Transaction Type: **Apply for Electrical Permit** | License: ELECTRICAL PERMIT

Property Owner Contact Information

\*Required

Not on file

**Add Owner**

Review

Please review the information above and click the continue button below to proceed.

Continue

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#)

Credits

Information

Transaction Security

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Contact technical support.

23. Enter property owner's name, mailing address (including county) and telephone number.

24. Click “Save Changes to Owner”

https://www3.maine.gov/cgi-bin/online/licensing\_test/contact\_begin\_edit.pl

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**ELECTRICIANS' EXAMINING BOARD**

Transaction Type: **Apply for Electrical Permit** | License: ELECTRICAL PERMIT

Owner

Please update your contact information in the fields below. If the contact address is not within the United States, please use the [Foreign Address Screen](#) to provide your address information. US Addresses submitted are validated and standardized according to US Postal Standards. \*Required fields.

Note: US Addresses submitted are validated and standardized according to US Postal Standards.  
[View US Postal Standards](#) +

Name\*  
JANE DOE

Attention

Address (Line 1)\*  
123 SESAME ST

Address (Line 2)

Address (Line 3)

Address (Line 4)

City/Town\*  
AUGUSTA

State\*

## 25. Review property owner contact information for accuracy, and click “Continue”

https://www3.maine.gov/cgi-bin/online/licensing\_test/contact\_edit.pl

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**ELECTRICIANS' EXAMINING BOARD**

Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

Property Owner Contact Information

**\*Required**

Status: **New**

Name: JANE DOE

Address: 123 SESAME ST, AUGUSTA, ME 04333-0001 US

Phone: +1 (207) 624-8503

Fax:

Email:

Buttons: [Edit Owner](#) | [Replace Owner](#) | [Remove Owner](#)

Review

Please review the information above and click the continue button below to proceed.

**Continue**

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#).

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## 26. Scope of Work - Click “Add Scope of Work”

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**ELECTRICIANS' EXAMINING BOARD**

Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

As this permit is for service other than Temporary, you are **required** to provide an itemized list of the Proposed Electrical Work by identifying the type of work in the fields provided.

Scope of Work

Please provide a number for each category included in the proposed electrical work.

**Itemized List of Proposed Electrical Work**

**\*Required**

Not on file

**Add Scope of Work**

Review

Please review the information above and click the continue button below to proceed.

**Continue**

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#).

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27. Select the **Type of Service** using the drop-down arrow
28. Enter any applicable **Scope of Work** needed with appropriate number (e.g. if ten Switches are needed enter 10 in the Receptables box)
29. Click “**Save Scope of Work**”

https://www3.maine.gov/cgi-bin/online/licensing\_test/display\_add.pl

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Itemized List of Proposed Electrical Work

After selecting the Type of Service, the Scope of Work **must** be completed (even if Type of Service is "No Service Involved"). \*Required fields.

**General**

Type of Service  
Select

**Scope of Work**

# of 1 and 3 phase services through 800 amperes  
[ ]

# of 1 and 3 phase services 801 and larger  
[ ]

Panels remote from the main service  
[ ]

Recreational vehicle park sites  
[ ]

Receptacles, switches, luminaries, electrical heating units, permanently connected appliances and outside lighting and signs  
[ ]

**Transformers**

Not utility owned  
[ ]

**Motors and Generators**

Motors - fractional  
[ ]

Motors - 1 hp and larger  
[ ]

Generators (emergency, required standby, optional)  
[ ]

30. Review Type of Service and Scope of Work selected and click “**Continue**”

https://www3.maine.gov/cgi-bin/online/licensing\_test/display\_add.pl

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Itemized List of Proposed Electrical Work

As this permit is for service other than temporary, you are **required** to provide an itemized list of the Proposed Electrical Work by identifying the type of work in the fields provided.

Scope of Work

Please provide a number for each category included in the proposed electrical work.

**Itemized List of Proposed Electrical Work**

\*Required

Status: **New**

Edit Scope of Work Remove Scope of Work

**General**

- Type of Service: Permanent Service Only

**Scope of Work**

- # of 1 and 3 phase services through 800 amperes: [ ]
- # of 1 and 3 phase services 801 and larger: [ ]
- Panels remote from the main service: [ ]
- Recreational vehicle park sites: [ ]
- Receptacles, switches, luminaries, electrical heating units, permanently connected appliances and outside lighting and signs: [ ]

**Transformers**

- Not utility owned: [ ]

**Motors and Generators**

- Motors - fractional: [ ]
- Motors - 1 hp and larger: [ ]
- Generators (emergency, required standby, optional): [ ]

**Systems**

- Electrical Alarm Systems: [ ]
- Energy management systems: [ ]

**Alternative systems**

- Photovoltaic: [ ]
- Wind: [ ]



31. Final Review – complete a final review of the information entered

32. Attest & Agree – Read the attestation section and click **Attestation** box to certify the submission

33. Click “Continue”

https://www3.maine.gov/cgi-bin/online/licensing\_test/process\_page.pl

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Not utility owned:

**Motors and Generators**

- Motors - fractional:
- Motors - 1 hp and larger:
- Generators (emergency, required standby, optional):

**Systems**

- Electrical Alarm Systems:
- Energy management systems:

**Alternative systems**

- Photovoltaic:
- Wind:
- Micro-Hydro, Fuel Cell, Other:

**Wiring systems**

- Systems control wiring (HVAC):

**Attest & Agree**

You cannot submit this request unless you attest to the accuracy of the information provided within this application.

☐ I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief.

**Continue**

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#)

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**Transaction Security**

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34. Payment Method - Select “Pay with Credit or Debit Card, and click “Continue”

https://www3.maine.gov/cgi-bin/online/licensing\_test/process\_review.pl

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**ELECTRICIANS' EXAMINING BOARD**

Transaction Type: **Apply for Electrical Permit** | License: **ELECTRICAL PERMIT**

**Payment Method**

Please confirm your fee and payment type below. If you wish to submit your application and payment online, your card will be charged upon submission of your Credit or Debit card information.

**IMPORTANT NOTE:** If you have uploaded any documentation as a part of this transaction, it will be submitted to the board ONLY if you submit your payment and application online. If you choose to print and mail your application with a check, you must also mail in any documents that you have uploaded.

Fees are nonrefundable.

**Your application requires payment of the following fee(s):**

PERMIT FEE: \$75.00  
Total Amount Due: \$75.00

☒ Pay with a Credit or Debit Card (Visa, Mastercard, Discover or American Express) & Submit Application Online

☐ Pay with a Check or Money Order & Mail In Application

**Continue** [Go Back to Final Review](#)

Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#)

**Credits**

info

**Information**

[Maine.gov](#)

**Transaction Security**

[Maine.gov](#)

35. Payment Information – Enter your payment information as requested on the form

**ELECTRICIANS' EXAMINING BOARD**

Transaction Type: **Apply for Electrical Permit** | License: ELECTRICAL PERMIT

**Payment Information**

Please confirm your fee and payment type below. If you wish to submit your application and payment online, your card will be charged upon submission of your Credit or Debit card information.

**IMPORTANT NOTE:** If you have uploaded any documentation as a part of this transaction, it will be submitted to the board ONLY if you submit your payment and application online. If you choose to print and mail your application with a check, you must also mail in any documents that you have uploaded.

**Your application requires payment of the following fee(s):**

PERMIT FEE: \$75.00  
Total Amount Due: \$75.00  
Fees are nonrefundable.

**Credit/Debit Card Information**

This service only accepts Visa, Mastercard, Discover or American Express credit/debit cards. \*Required fields.

Card Type\*  
Select

Credit/Debit Card Number\*

Expiration Date\*  
(Example: mm/yyyy)

CVV Number\*  
(3 digit number on back of Visa, Mastercard or Discover or 4 digit number on front of American Express)

Name on Card\*

36. Verify the financial information, **click to certify your understanding that fees are nonrefundable** and click “**Submit Payment**”

**Billing Information**

Street Address 1\*  
35 State House Station

Street Address 2

City/Town\*  
Augusta

State/Province\*  
Maine

ZIP/Postal Code\*  
04333

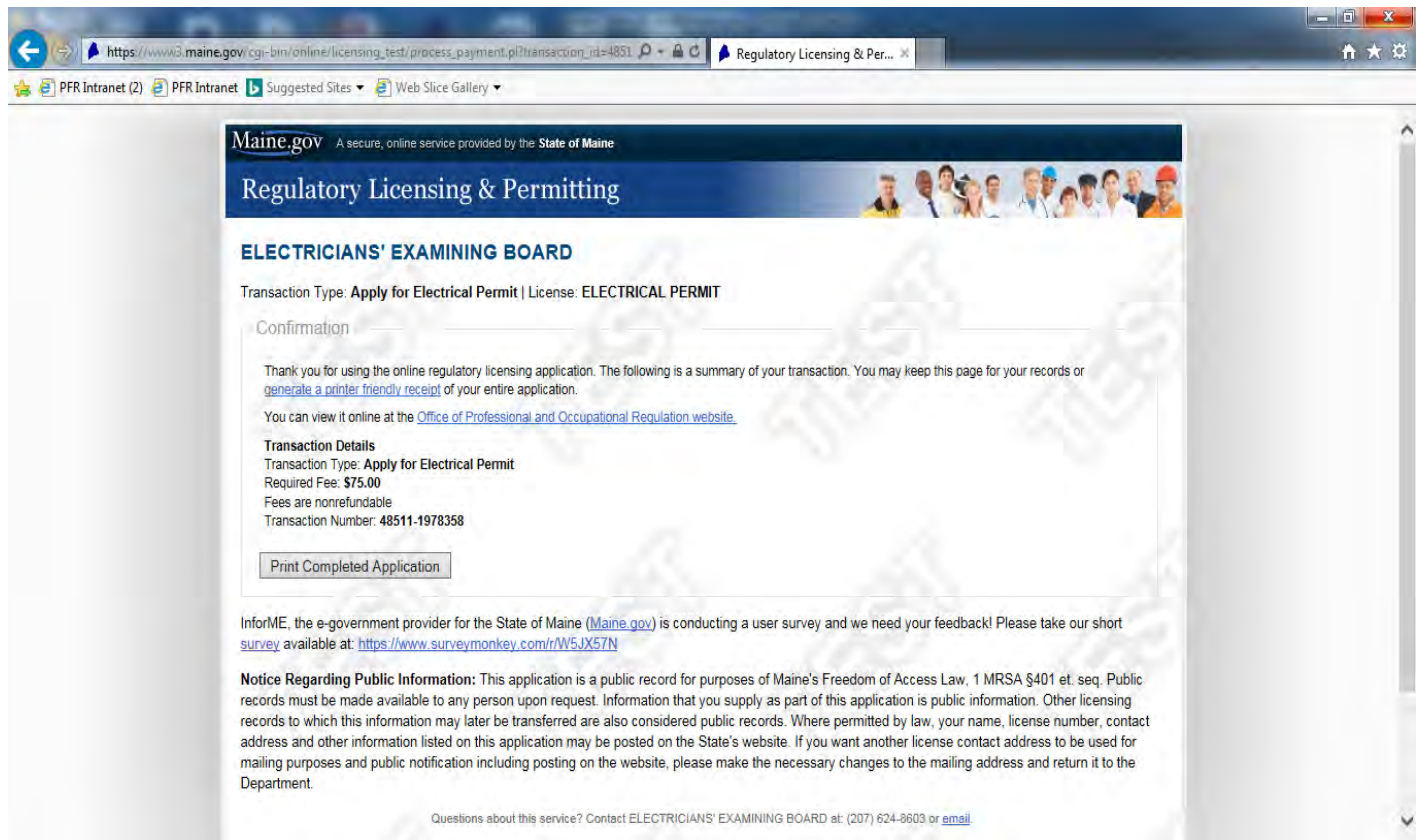
Country\*  
United States

Email Address\*  
(For payment confirmation)  
mary.a.lord@maine.gov

☒ I understand that fees are nonrefundable\*

**Submit Payment** | [Back to Payment Method](#)

37. Confirmation Page - Print a completed copy of the application for your records.



\* Electrical Permits are sent via email within 15 minutes of submission to the Master/Limited Electrician's email of record.

The email sender is "**noreply@maine.gov**"

The subject line will read: **Your Official Electrical Permit is Attached**

*\*Please check your junk/spam folders if you do not find the email in your inbox\**

For instructions on **how to locate an issued permit number online** please see the following page



# **How to Find an Issued Permit Number Online**

1. Go the Maine Regulatory Licensing & Permitting License Search page at:  
<https://www.pfr.maine.gov/almsonline/almquery>
2. Click the option “**Search Worksite Permits**” in the section Licenses and Permits
3. Search Worksite Permits –
  - Click the drop-down arrow next to “Regulator” and select “**ELECTRICIANS**”
  - Scroll down to “Partial Street Name” and enter the first five letters of the street name
  - In the “City” box enter the city for the permit
  - Click the “Search active permits only” box
  - Click Search
4. Search Result – You will receive a list of active Worksite Permits for the street and town/city that you entered. Double click the applicable worksite permit to obtain detailed information about the electrical permit. The electrical permit number is displayed both on the original search result page and on the subsequent detailed electrical permit page. The permit number begins with the prefix ELP and the current year (e.g. ELP2017)

**IMPORTANT INFORMATION:** As soon as the permit number is obtained online, the permit number is displayed on this webpage.