

**STATE OF MAINE**

**ELECTRICIANS' EXAMINING  
BOARD**

**ONLINE ELECTRICAL PERMIT  
APPLICATION INSTRUCTIONS**



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

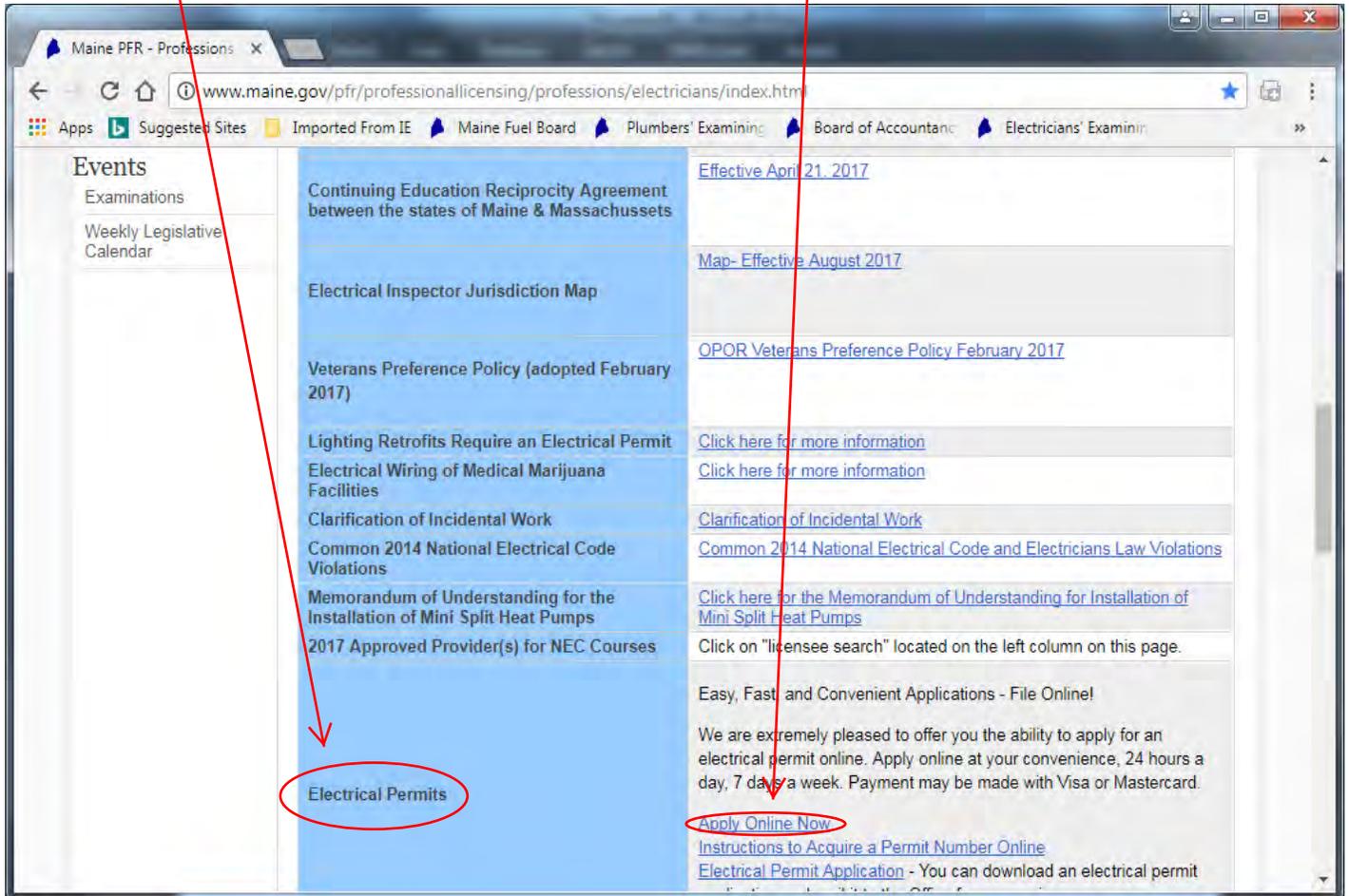
ELECTRICIANS' EXAMINING BOARD  
35 STATE HOUSE STATION  
AUGUSTA, MAINE 04333  
TELEPHONE: 207-624-8457

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

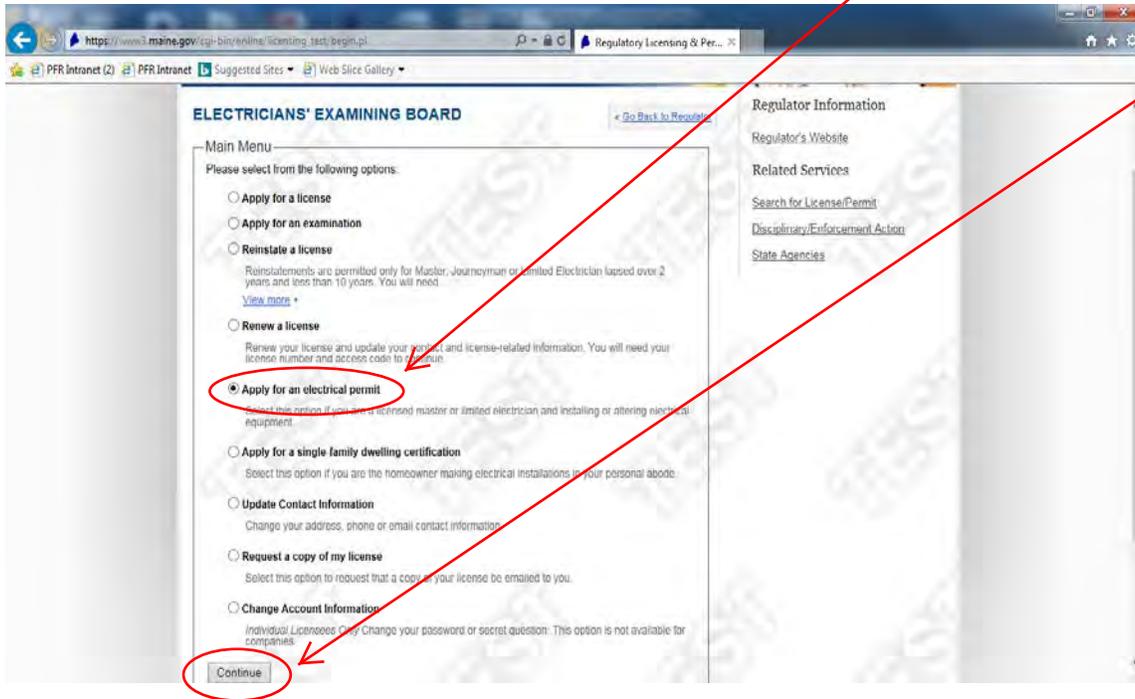
Printed: September 8, 2017

# 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**"

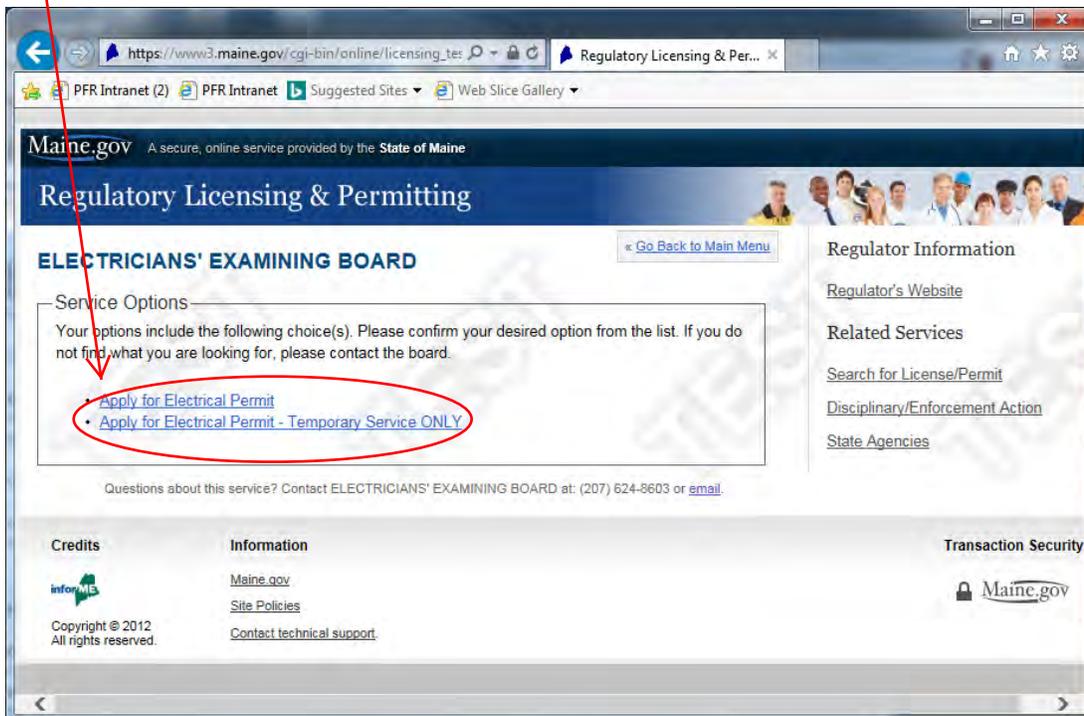


3. Main Menu - Next select the option “Apply for an electrical permit” and click “Continue”



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.)



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

The screenshot shows a web browser window with the URL [https://www3.maine.gov/cgi-bin/online/licensing\\_test/display\\_edit.pl](https://www3.maine.gov/cgi-bin/online/licensing_test/display_edit.pl). The page title is "Regulatory Licensing & Permitting" and the sub-header is "ELECTRICIANS' EXAMINING BOARD". The transaction type is "Apply for Electrical Permit | License: ELECTRICAL PERMIT".

The "Facility Type" section contains the following 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.

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) 624-8803 or [email](#).

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

The screenshot shows the same web browser window as above, but the page has scrolled down to the "Application Instructions" section. The "Facility Type" section is now visible, showing the following information:

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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Regulatory Licensing & Permitting

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

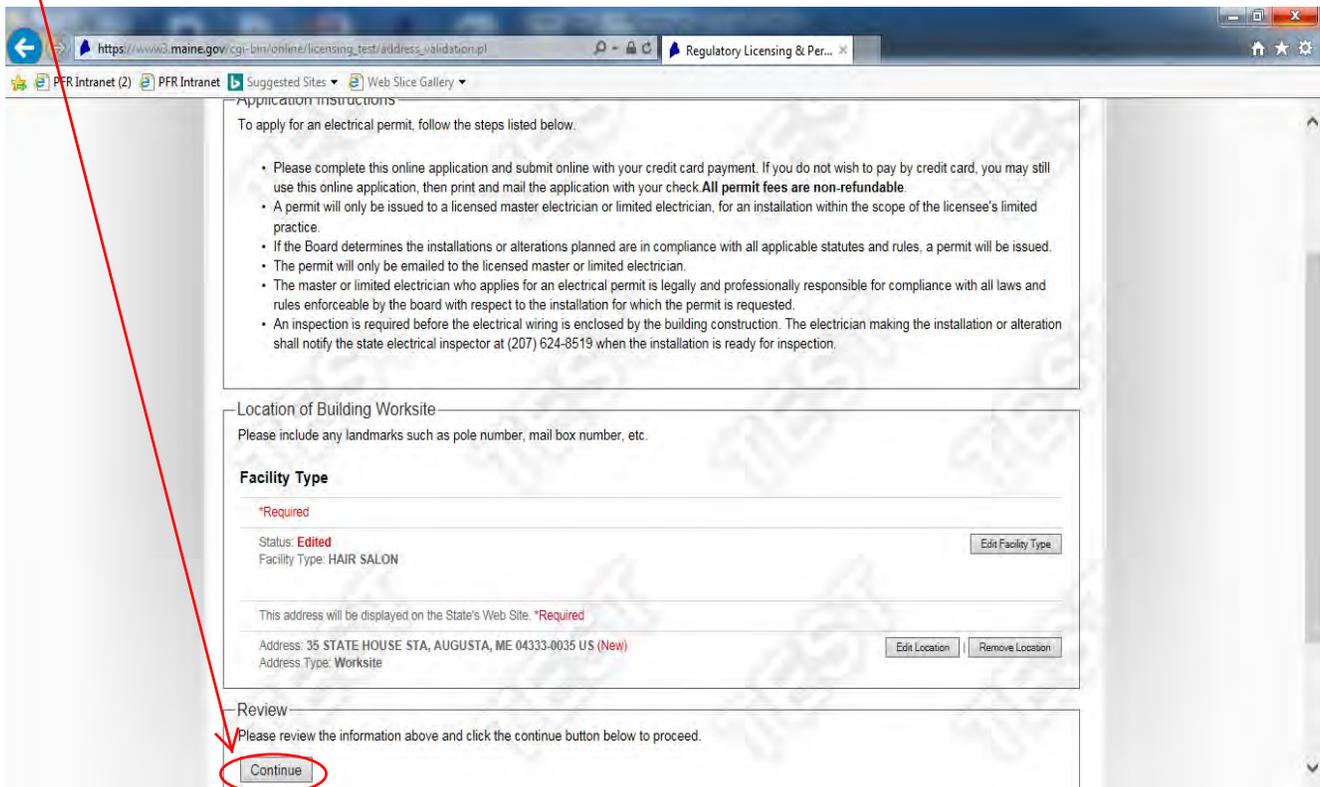
Questions about this service? Contact ELECTRICIANS' EXAMINING BOARD at: (207) 624-8603 or [email](#)

Credits  
Maine.gov  
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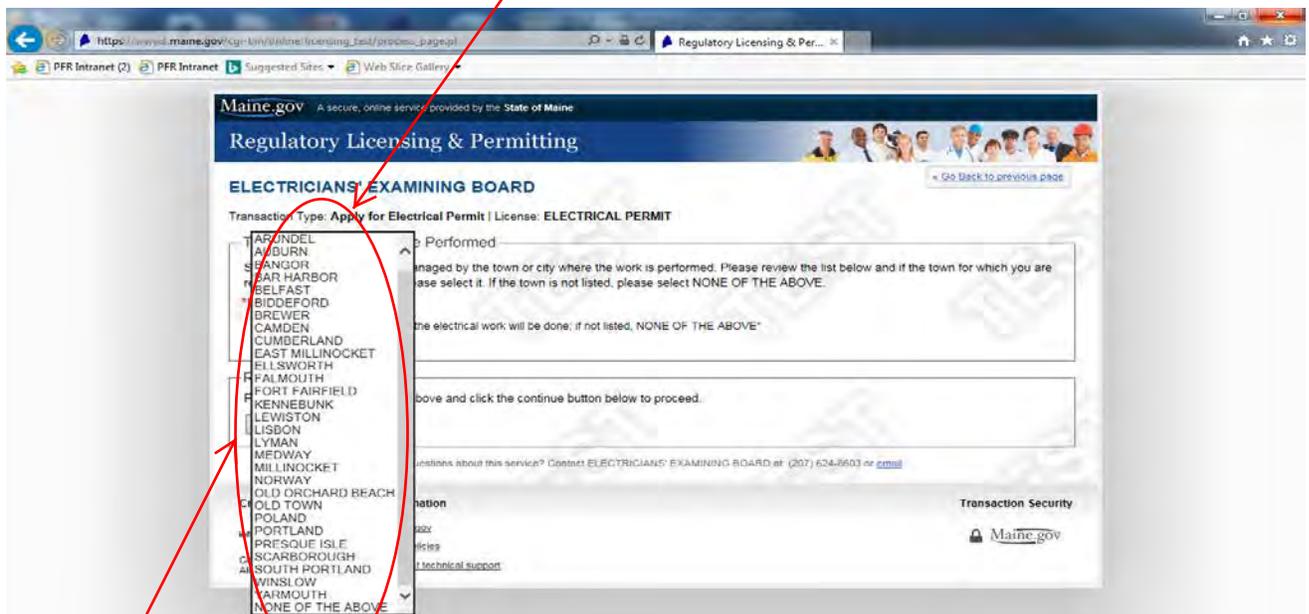
Information  
Maine.gov  
Site Policies  
Contact technical support

Transaction Security  
Maine.gov

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



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)

The screenshot shows a web browser window with the URL [https://www3.maine.gov/cgi-bin/online/licensing\\_test/process\\_page.pl](https://www3.maine.gov/cgi-bin/online/licensing_test/process_page.pl). The page title is "Regulatory Licensing & Permitting" and the sub-header is "ELECTRICIANS' EXAMINING BOARD". The transaction type is "Apply for Electrical Permit | License: ELECTRICAL PERMIT".

The "Email Address" section contains the following text: "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." Below this is a text input field with the value "No email addresses on file" and a red error message: "\*A minimum of 1 Email Address is required". A red circle highlights the "Add Email Address" button.

The "Electrician's Phone" section contains a text input field with the value "No phone or fax numbers on file" and an "Add Phone" button.

The "Review" section contains the text: "Please review the information above and click the continue button below to proceed."

12. Click “**Save Email**”

The screenshot shows a web browser window with the URL [https://www3.maine.gov/cgi-bin/online/licensing\\_test/add\\_another.pl](https://www3.maine.gov/cgi-bin/online/licensing_test/add_another.pl). The page title is "Regulatory Licensing & Permitting" and the sub-header is "ELECTRICIANS' EXAMINING BOARD". The transaction type is "Apply for Electrical Permit | License: ELECTRICAL PERMIT".

The "Email" section contains the following text: "Please provide your email address information. \*Required fields." Below this are two text input fields: "Email Address\*" with the value "mary.a.lord@maine.gov" and "Email Address Confirmation\*" with the value "mary.a.lord@maine.gov". A red box highlights these two fields.

The "Email Type\*" section contains the text: "(Please select at least one type, but all types may be selected.)" Below this are two radio buttons: "Primary Email Address" (checked) and "Alternate Email Address". A red circle highlights the "Primary Email Address" radio button.

A red circle highlights the "Save Email" button, which has a "Cancel" link next to it.

At the bottom of the page, there is a footer with "Credits", "Information" (Maine.gov, Site Policies, Contact technical support), and "Transaction Security" (Maine.gov logo).

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

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

Go Back to previous page

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

No phone or fax numbers on file

Add Phone

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

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

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Regulatory Licensing & Permitting

ELECTRICIANS' EXAMINING BOARD

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\*

(207-624-8457) x ✓

Extension

Phone Type\*

(Please select at least one type but all types may be selected.)

Primary Phone

Save Phone Cancel

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

Credits Information Transaction Security

informatics Maine.gov

Site Policies

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Maine.gov

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

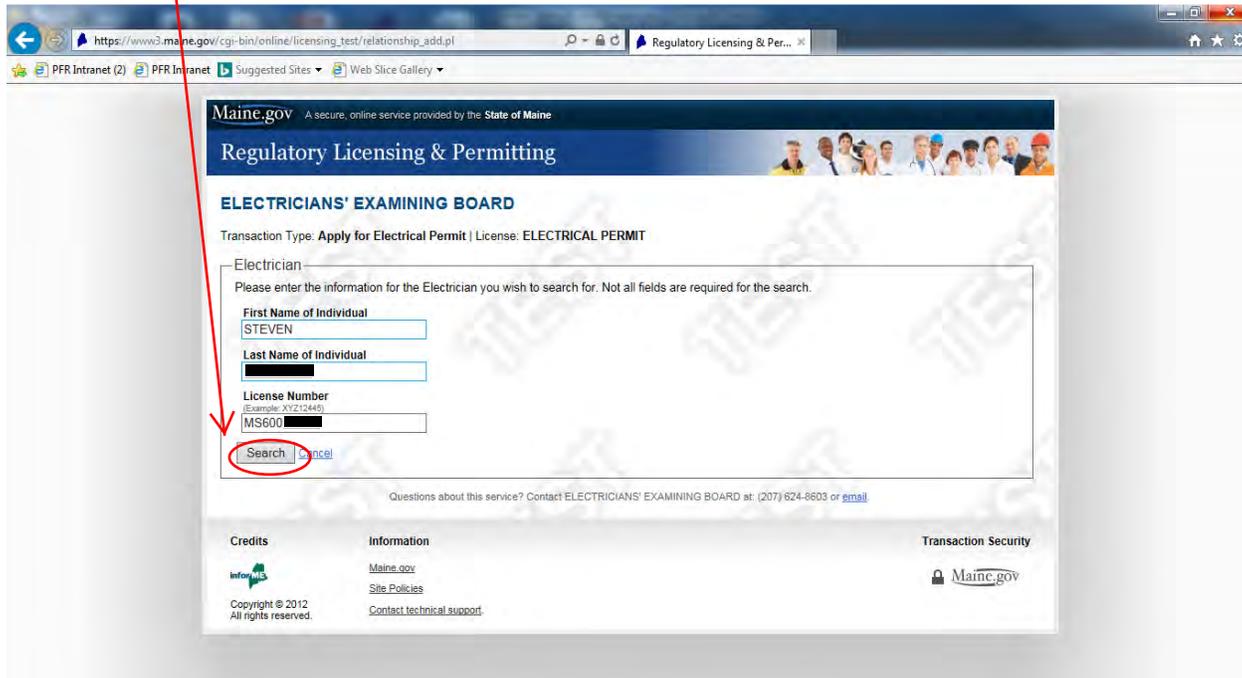
The screenshot shows a web browser window with the URL [https://www3.maine.gov/cgi-bin/online/licensing\\_test/add\\_phone.pl](https://www3.maine.gov/cgi-bin/online/licensing_test/add_phone.pl). The page title is "ELECTRICIANS' EXAMINING BOARD" and the transaction type is "Apply for Electrical Permit | License: ELECTRICAL PERMIT". The form is divided into three sections: "Email Address", "Electrician's Phone", and "Review". The "Email Address" section contains one email address: "mary.a.lord@maine.gov (New)" with type "Primary". The "Electrician's Phone" section contains one phone number: "+1 (207) 624-8457 (New)" with type "Primary". The "Review" section contains the text "Please review the information above and click the continue button below to proceed." and a "Continue" button circled in red. A red arrow points from the text above to the "Continue" button. At the bottom of the page, there are links for "Credits", "Information", and "Transaction Security".

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

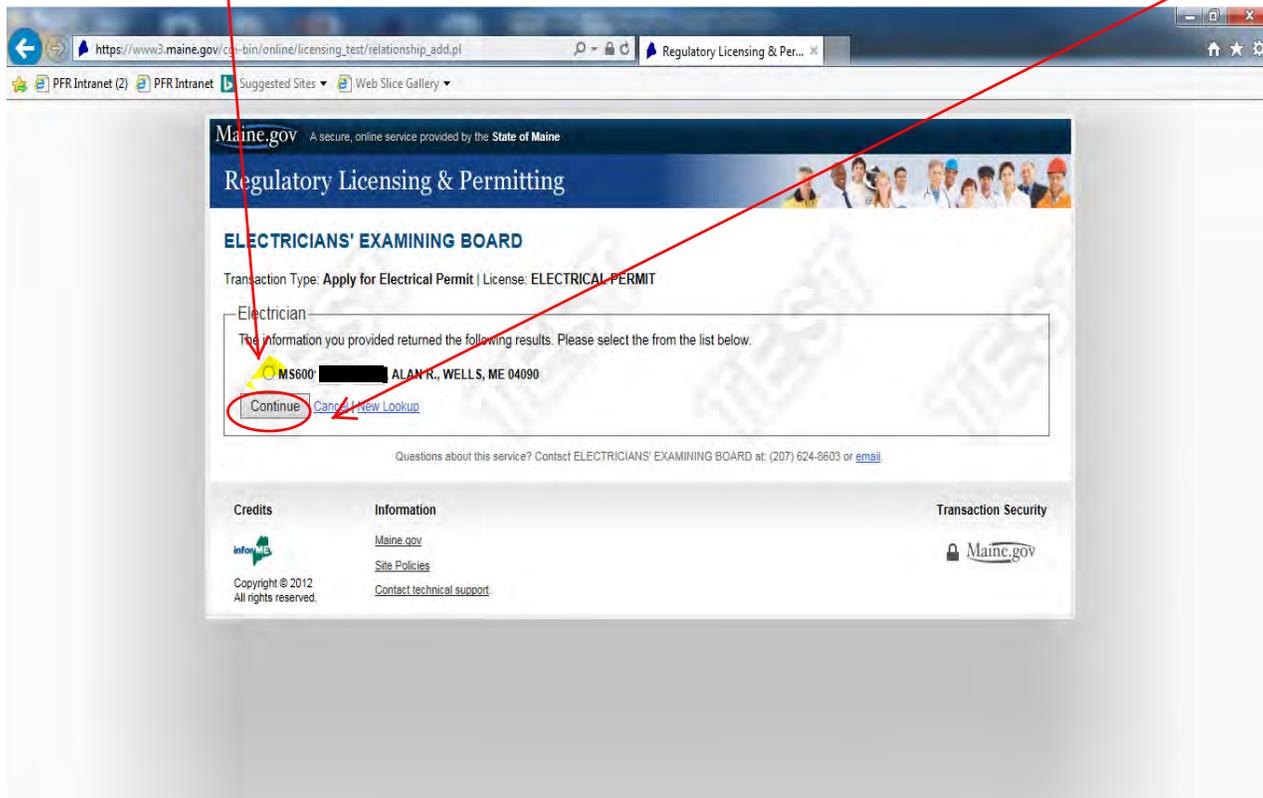
The screenshot shows a web browser window with the URL [https://www3.maine.gov/cgi-bin/online/licensing\\_test/process\\_page.pl](https://www3.maine.gov/cgi-bin/online/licensing_test/process_page.pl). The page title is "ELECTRICIANS' EXAMINING BOARD" and the transaction type is "Apply for Electrical Permit | License: ELECTRICAL PERMIT". The form is divided into two sections: "Master/Limited Electrician" and "Review". The "Master/Limited Electrician" section contains the text "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." and a "Not on file" status. Below this is an "Add Electrician" button circled in red. A red arrow points from the text above to the "Add Electrician" button. The "Review" section contains the text "Please review the information above and click the continue button below to proceed." and a "Continue" button. At the bottom of the page, there are links for "Credits", "Information", and "Transaction Security".

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

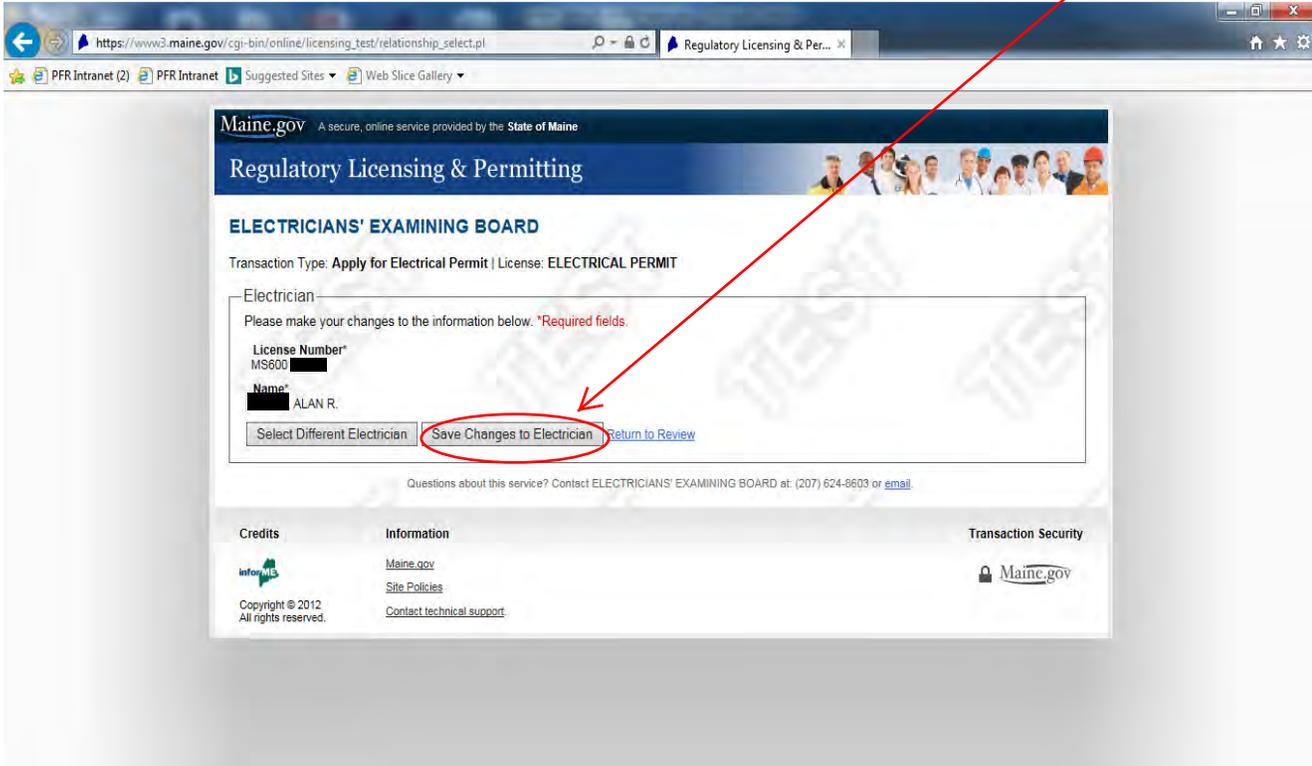
18. Click "Search"



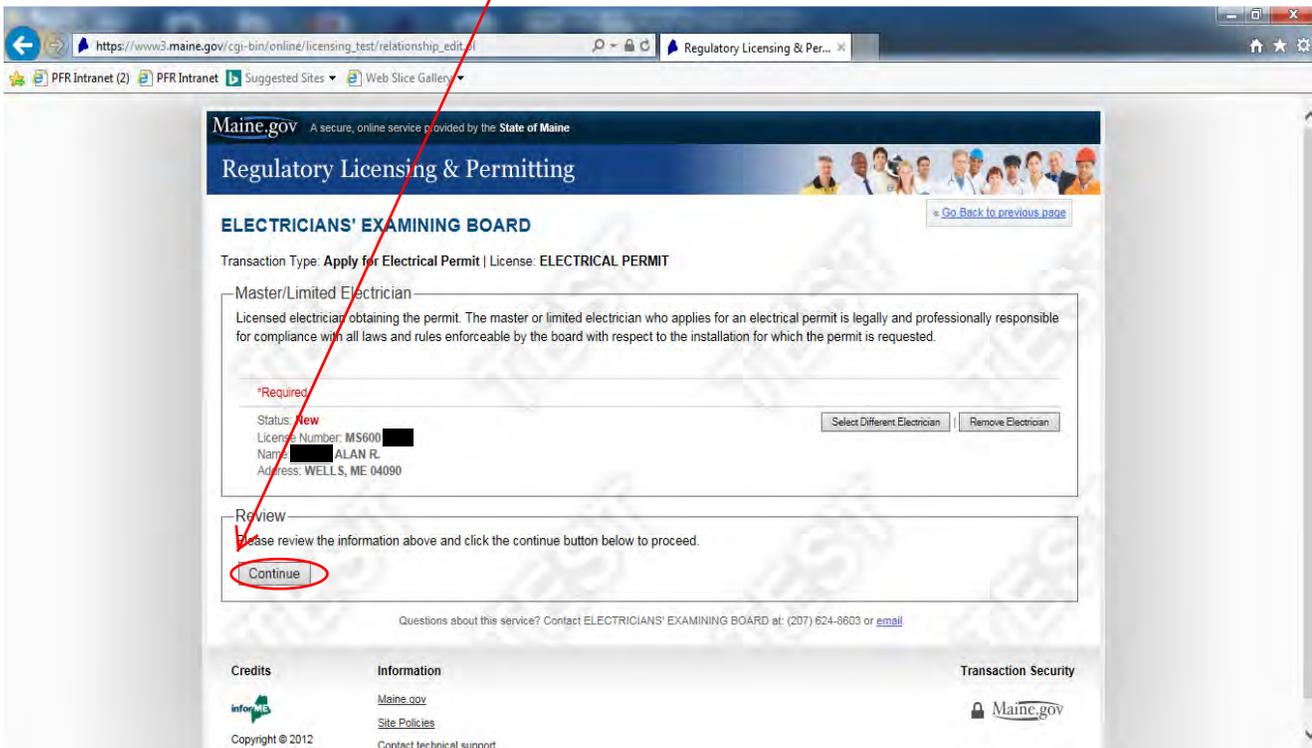
19. Click the **circle** next to the applicable electrician's name and select "Continue"



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



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



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

https://www3.maine.gov/cgi-bin/online/licensing\_test/process\_page.pl Regulatory Licensing & Per... x

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### Regulatory Licensing & Permitting

#### ELECTRICIANS' EXAMINING BOARD

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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Site Policies  
Contact technical support.

Maine.gov

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 Regulatory Licensing & Per... x

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### Regulatory Licensing & Permitting

#### 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 Regulatory Licensing & Per... x

PFRI Intranet (2) PFRI Intranet Suggested Sites Web Slice Gallery

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### Regulatory Licensing & Permitting

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#### ELECTRICIANS' EXAMINING BOARD

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

Property Owner Contact Information

**\*Required**

Status: **New** [Edit Owner](#) [Replace Owner](#) [Remove Owner](#)

Name: JANE DOE  
Address: 123 SESAME ST, AUGUSTA, ME 04333-0001 US  
Phone: +1 (207) 624-8503  
Fax:  
Email:

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

[Maine.gov](#)  
[Site Policies](#)  
[Contact technical support](#)

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

https://www3.maine.gov/cgi-bin/online/licensing\_test/process\_page.pl Regulatory Licensing & Per... x

PFRI Intranet (2) PFRI Intranet Suggested Sites Web Slice Gallery

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### Regulatory Licensing & Permitting

[Go Back to previous page](#)

#### 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](#).

Credits Information Transaction Security

[Maine.gov](#)  
[Site Policies](#)

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”**

The screenshot shows a web browser window with the URL [https://www3.maine.gov/cgi-bin/online/licensing\\_test/display\\_add.pl](https://www3.maine.gov/cgi-bin/online/licensing_test/display_add.pl). The page title is "Regulatory Licensing & Per...". The main content area is titled "Itemized List of Proposed Electrical Work" and includes a note: "After selecting the Type of Service, the Scope of Work must be completed (even if Type of Service is 'No Service Involved'). \*Required fields." Below this, there is a "General" section with a "Type of Service" dropdown menu. A red box highlights the "Scope of Work" section, which contains several input fields for different categories of electrical 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" (with a sub-section for "Not utility owned"), "Motors and Generators" (with sub-sections for "Motors - fractional", "Motors - 1 hp and larger", and "Generators (emergency, required standby, optional)"). A red circle highlights the dropdown arrow on the "Type of Service" field.

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

The screenshot shows the same web browser window as above, but now the "Scope of Work" section is expanded. It displays a "Status: New" and two buttons: "Edit Scope of Work" and "Remove Scope of Work". Below this, the "General" section shows "Type of Service: Permanent Service Only". The "Scope of Work" section lists the following items:

- # 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:

The "Transformers" section shows "Not utility owned:". The "Motors and Generators" section shows:

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

The "Systems" section shows:

- Electrical Alarm Systems:
- Energy management systems:

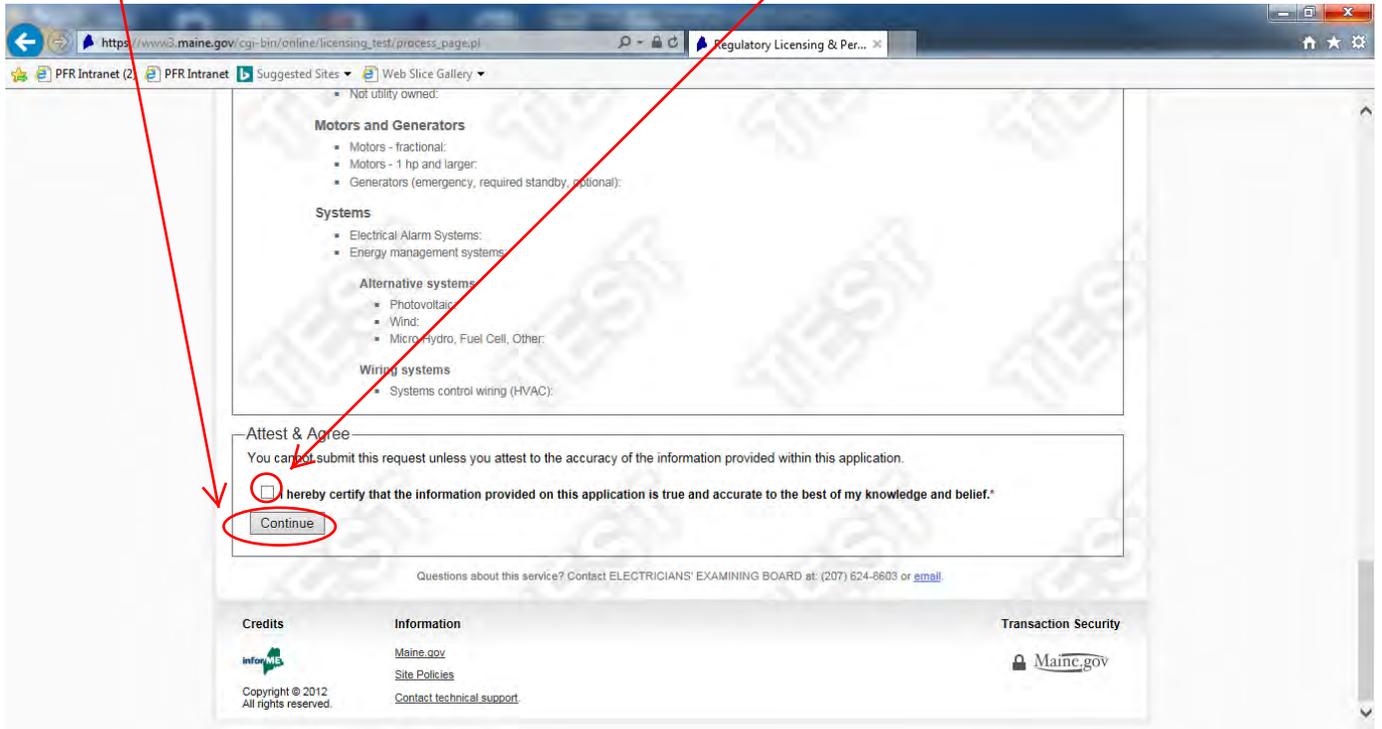
The "Alternative systems" section shows:

- Photovoltaic:
- Wind:
- Microhydro, Fuel Cells, etc.:

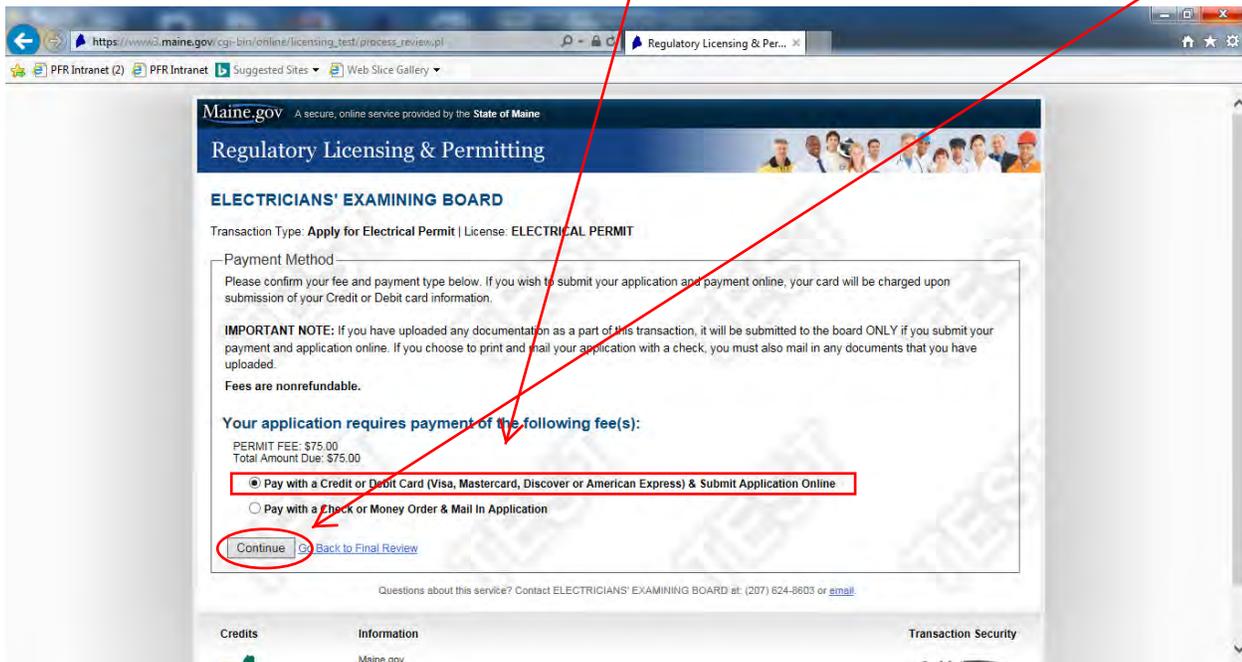
31. Final Review – complete a final review of the information entered

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

33. Click “**Continue**”



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



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”**

Credit/Debit Card Number\*  
4110 0000 2323 1456

Expiration Date\*  
(Example: mm/yyyy)  
03/2020

CVV Number\*  
(3 digit number on back of Visa, Mastercard or Discover or 4 digit number on front of American Express)  
123

Name on Card\*  
Alan

**Billing Information**

Street Address 1\*  
35 State House Station

Street Address 2

City/Town\*  
Augusta

State/Province\*  
Maine

ZIP/Postal Code\*  
04333

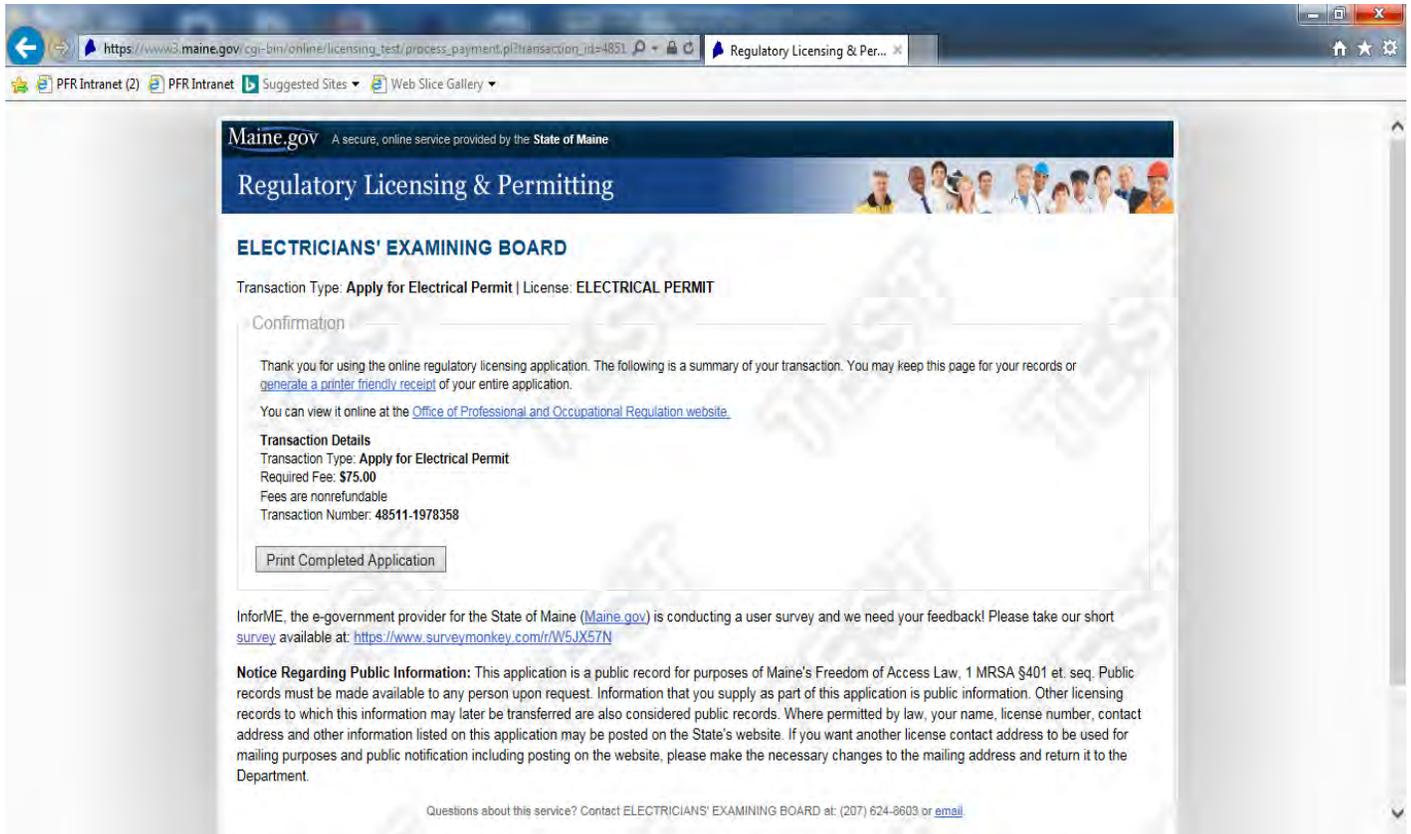
Country\*  
United States

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.