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

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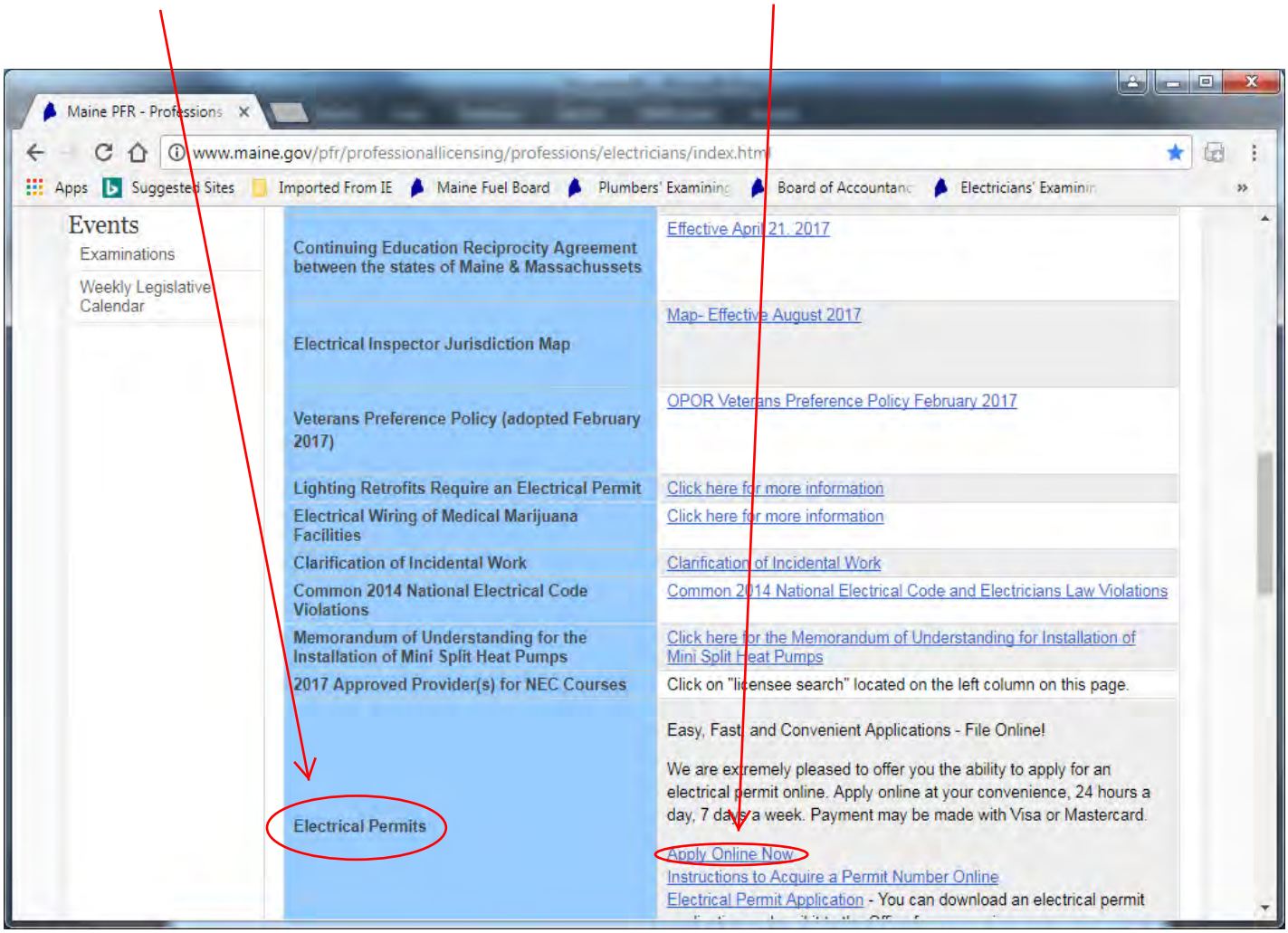
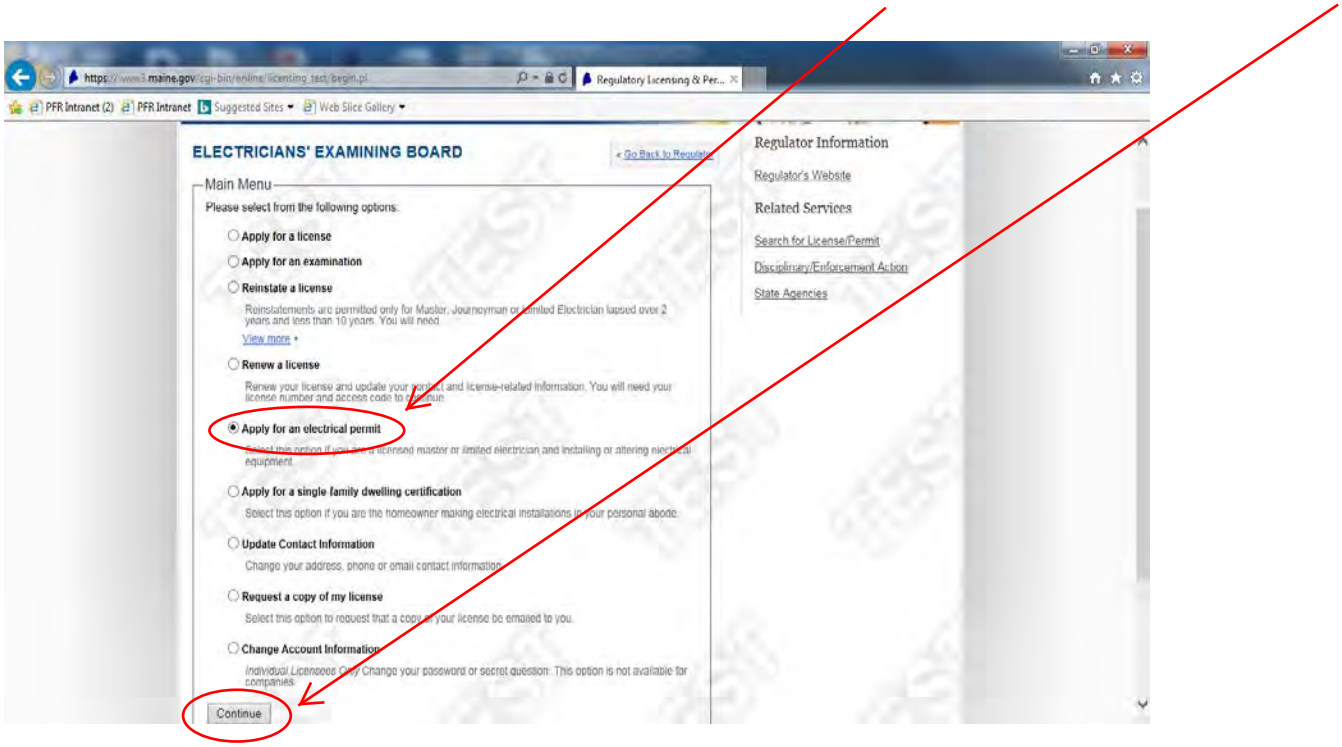
MAINE ELECTRICIANS' EXAMINING BOARD
ONLINE ELECTRICAL PERMIT APPLICATION INSTRUCTIONS

1. Go to the Maine Electricians' Examining Board home page at: www.maine.gov/pfr/professionallicensing/professions/electricians/index.html

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**"

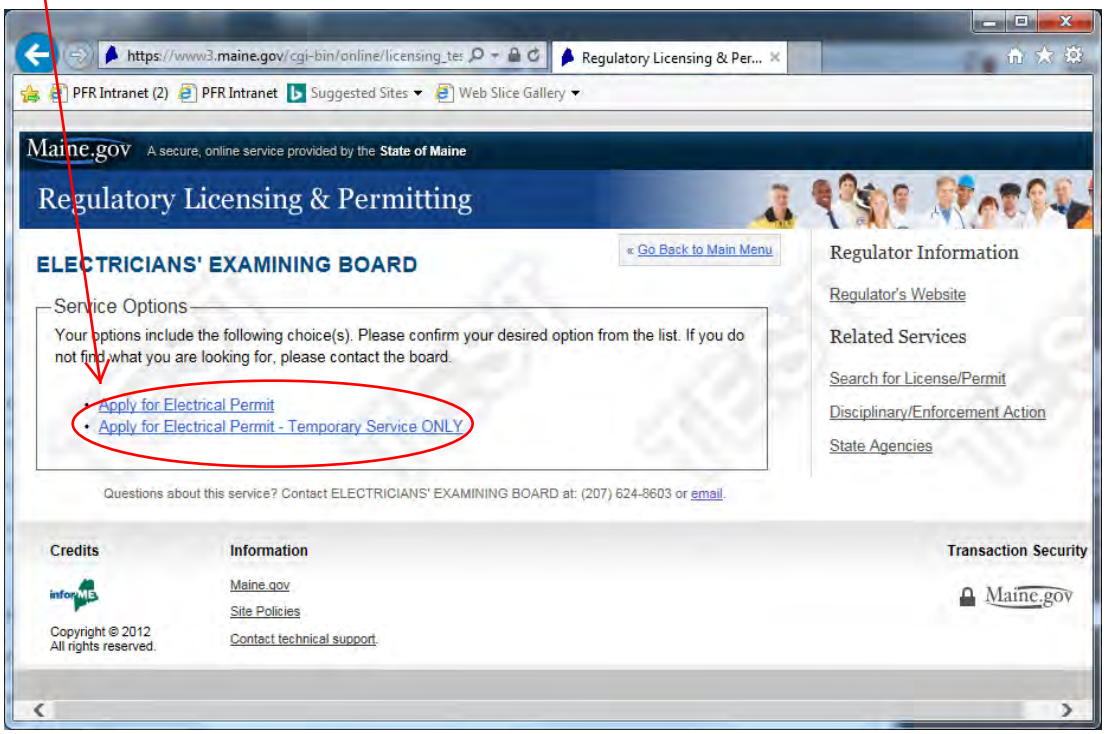


3. <u>Main Menu</u> - Next select the option "**Apply for an electrical permit**" and click "**Continue**"

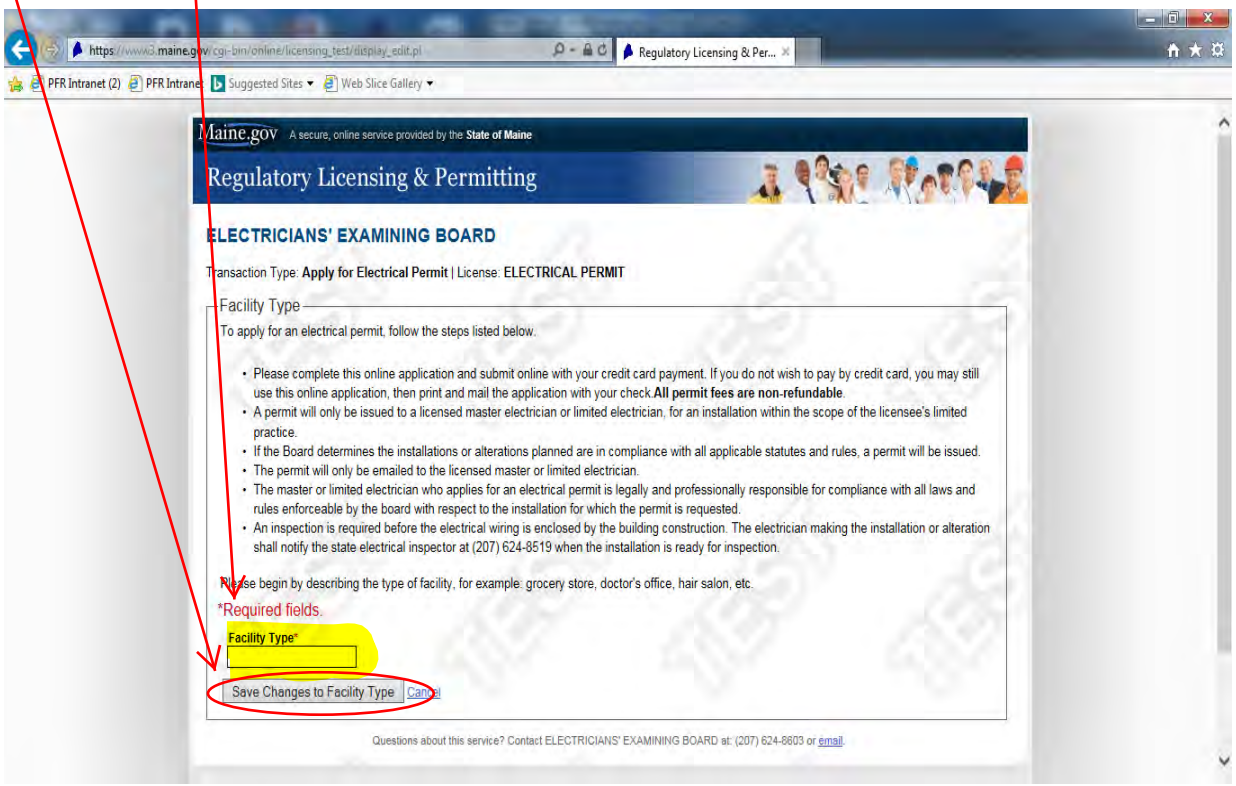


4. <u>Service Options</u> - Select a service option:

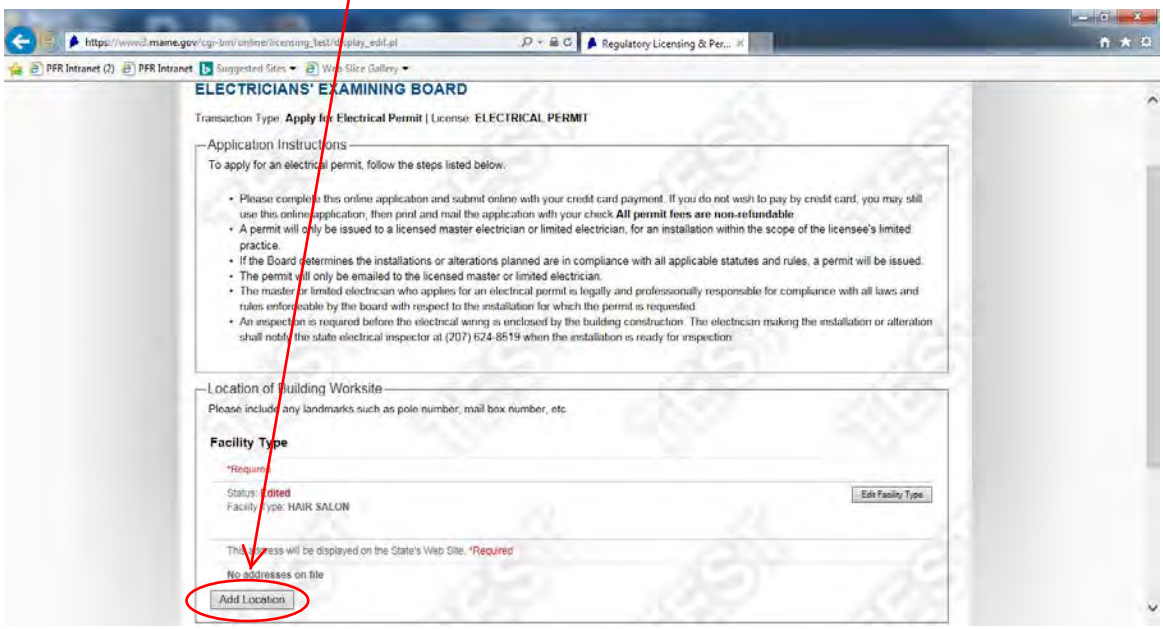
- Apply for Electrical Permit
- Apply for Electrical Permit – Temporary Service ONLY (With this option the scope of work is limited to temporary service only – you cannot add panels remote, etc.)



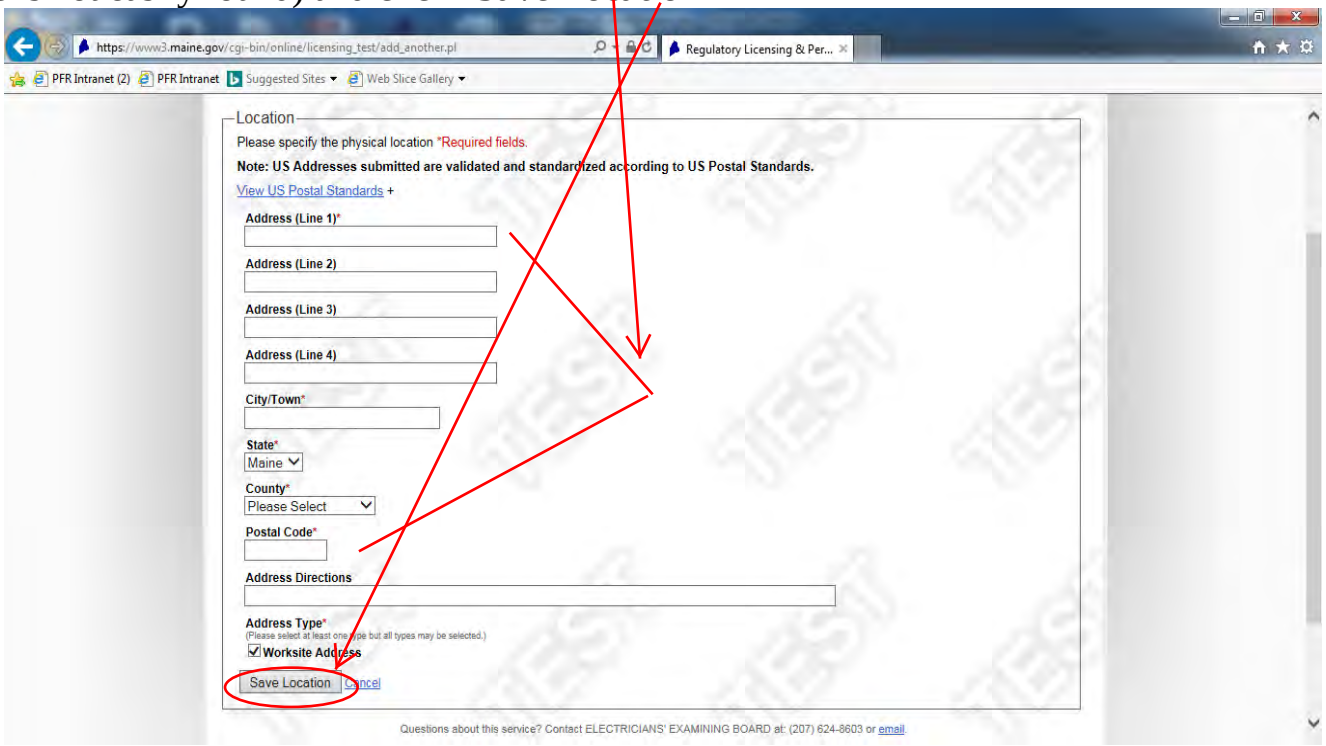
5. Enter the "**Facility Type**" (e.g. single family home, grocery store, storage shed) and click "**Save Changes to Facility Type**"



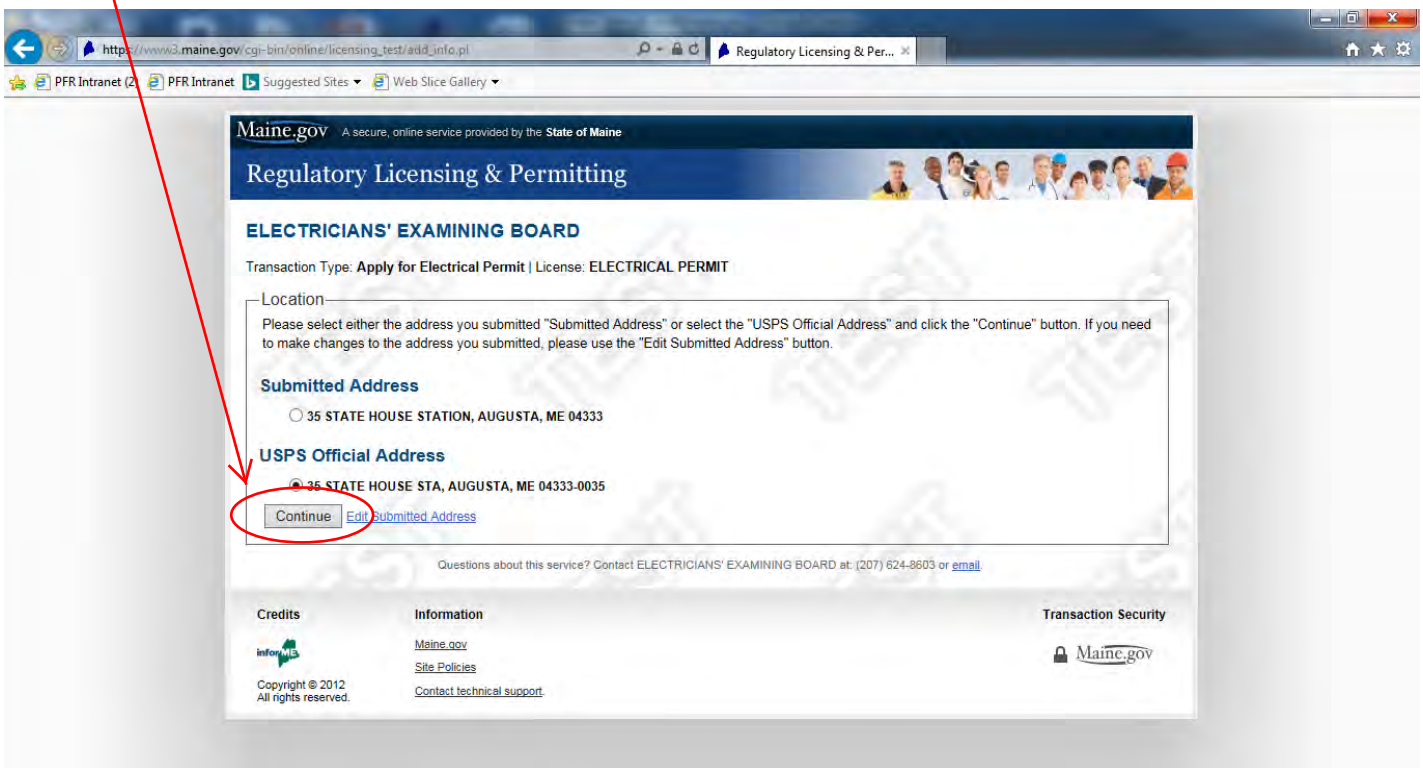
6. You will be taken back to the Application Instructions screen. Review facility type for accuracy and then Click "**Add Location**"



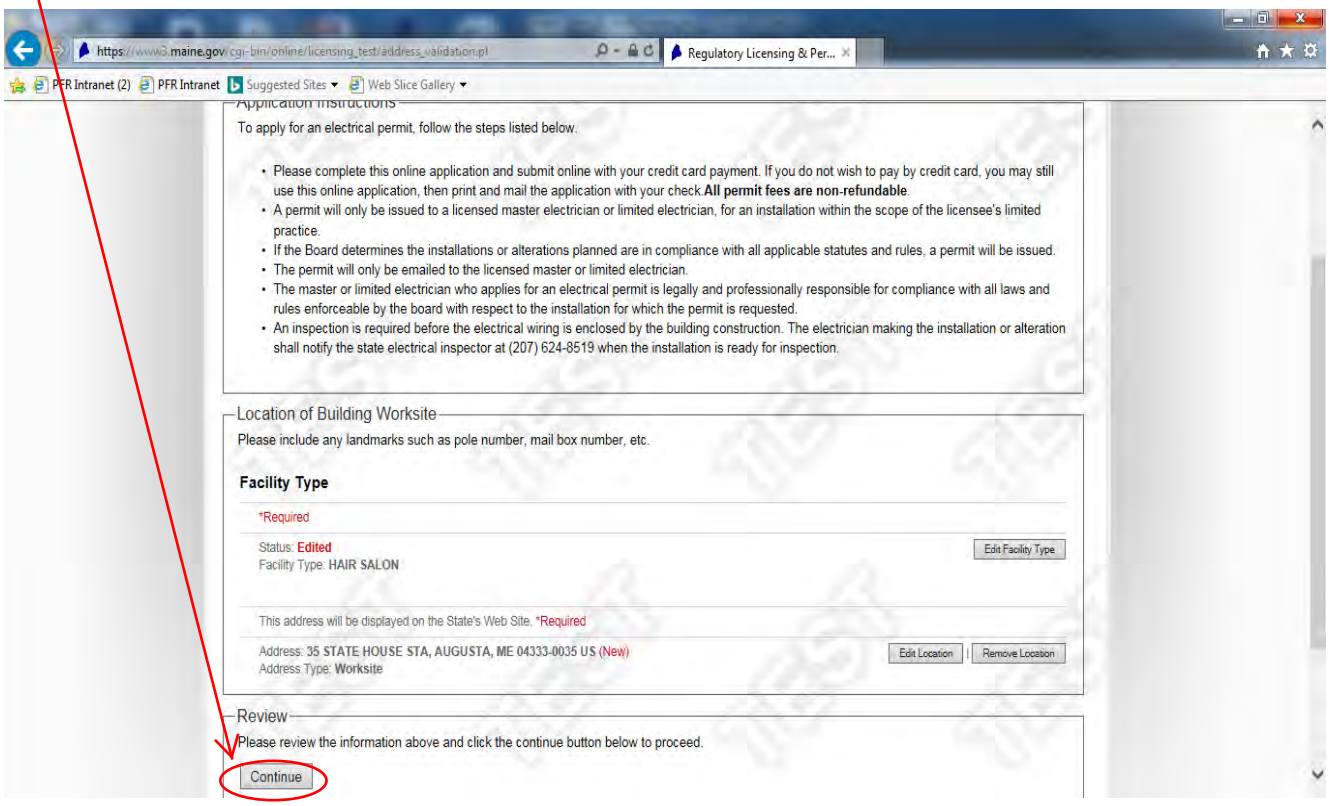
7. Location Screen - **Enter physical location** for the electrical permit site (add directions if the site is not easily found) and click "**Save Location**"



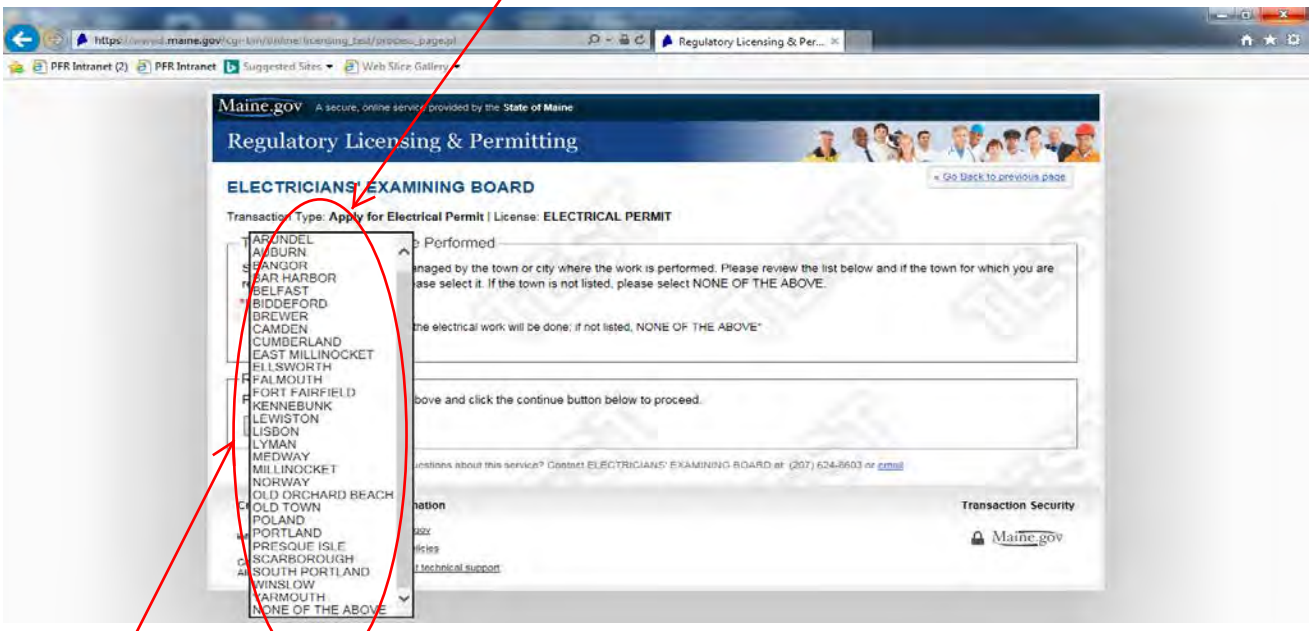
* If the physical site location provided does not match up with United States Postal Service mailing addresses (911 addresses) the system may prompt you to select between the submitted address and the USPS address of record. Make a selection and click "**Continue**"



8. <u>Application Instructions Screen</u> - Review the worksite address provided and click "**Continue**"

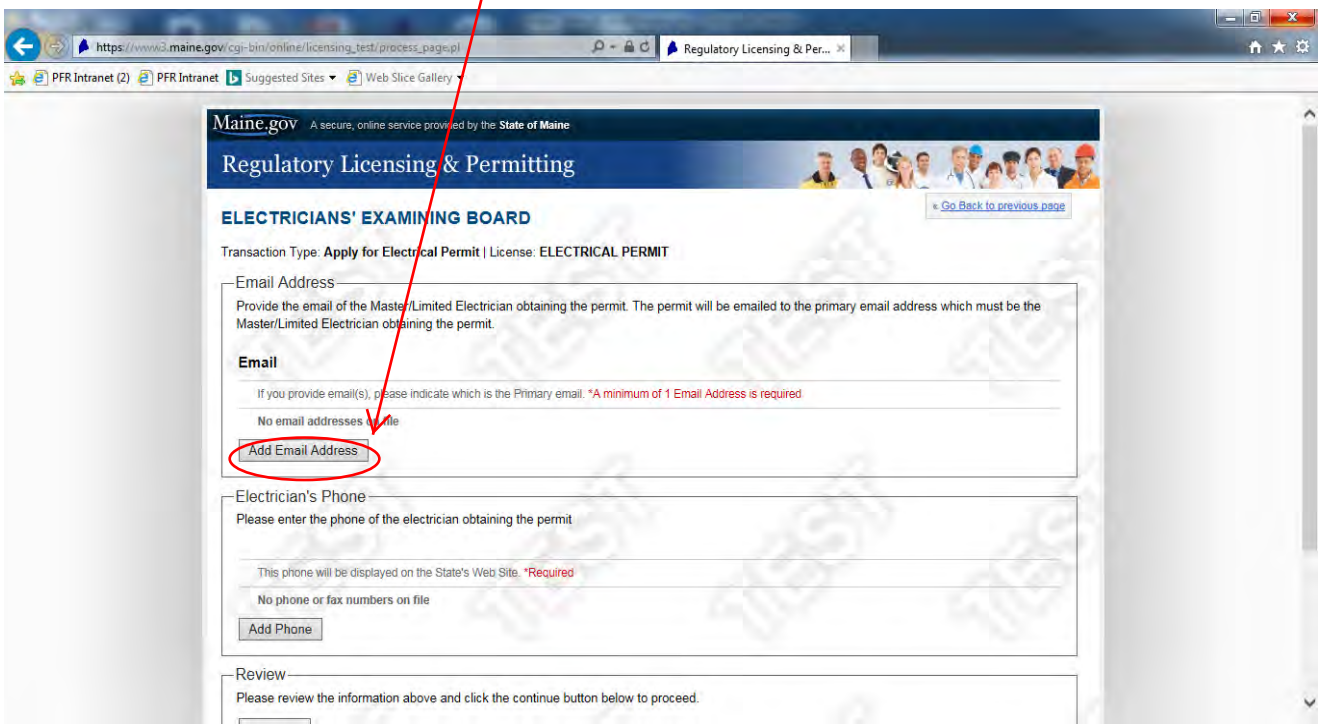


9. <u>Town Where Work Will Be Performed Screen</u> - To select the town where the work will be performed **click the down arrow and choose a town**. *If the town for the worksite permit is not listed please select "None of the Above" (Please be sure to check that the town/city does not do their own permitting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

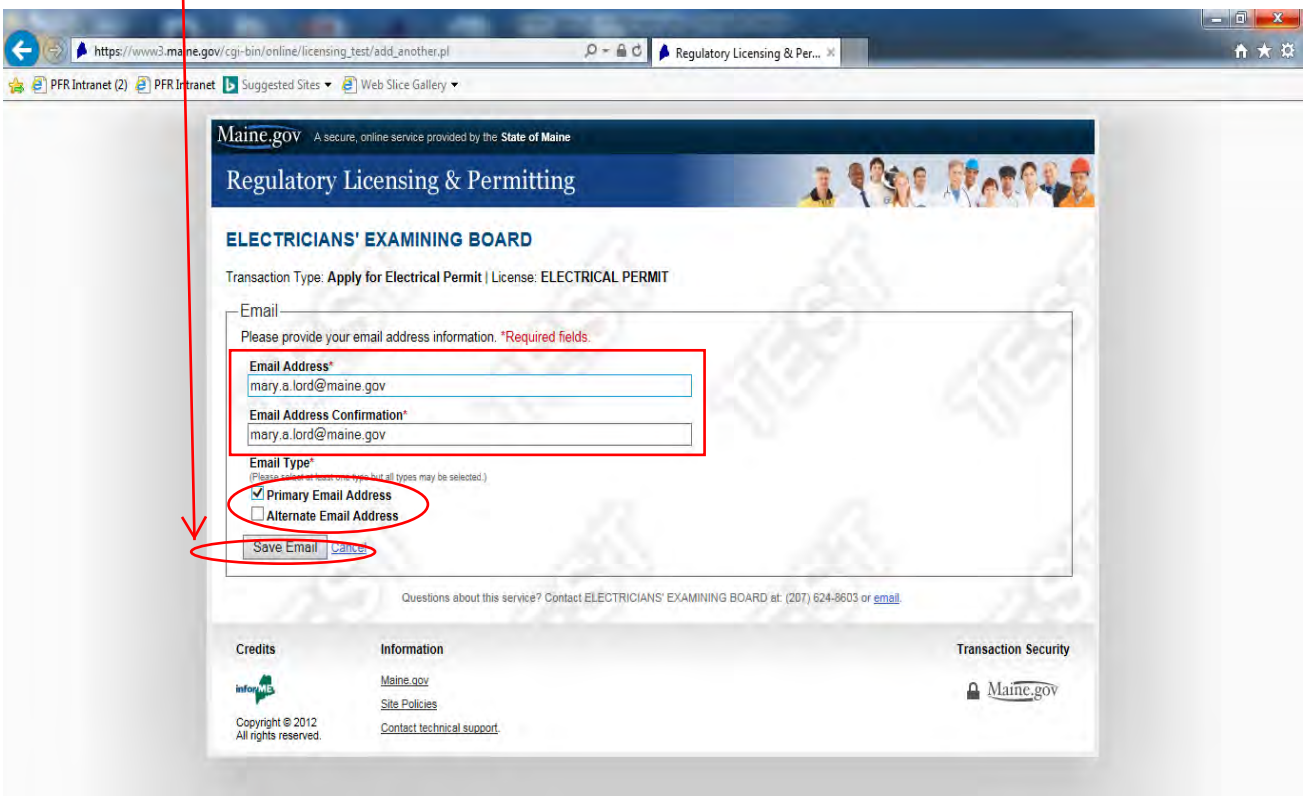


10. Click "**Continue**"

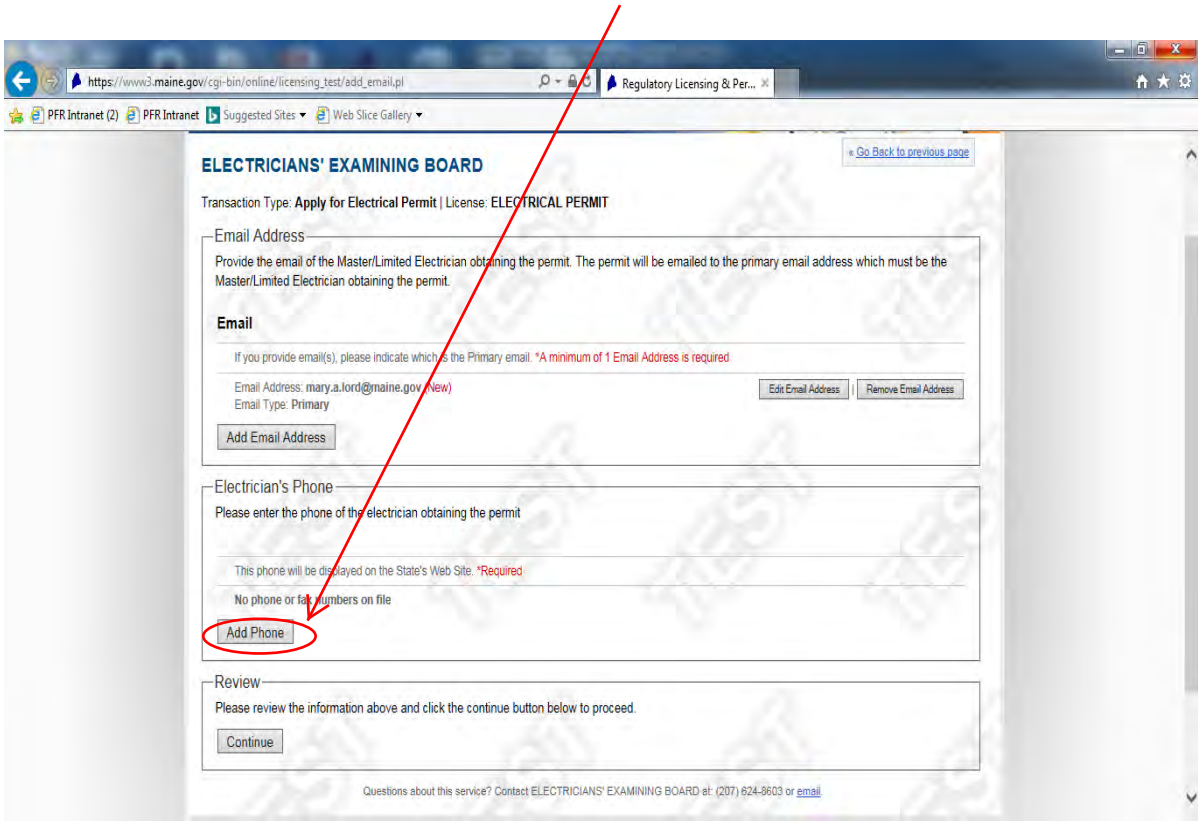
11. Email Address - Click "**Add Email Address**" and on the next screen enter your email address (twice) and **select an email type** (primary or alternate email address)



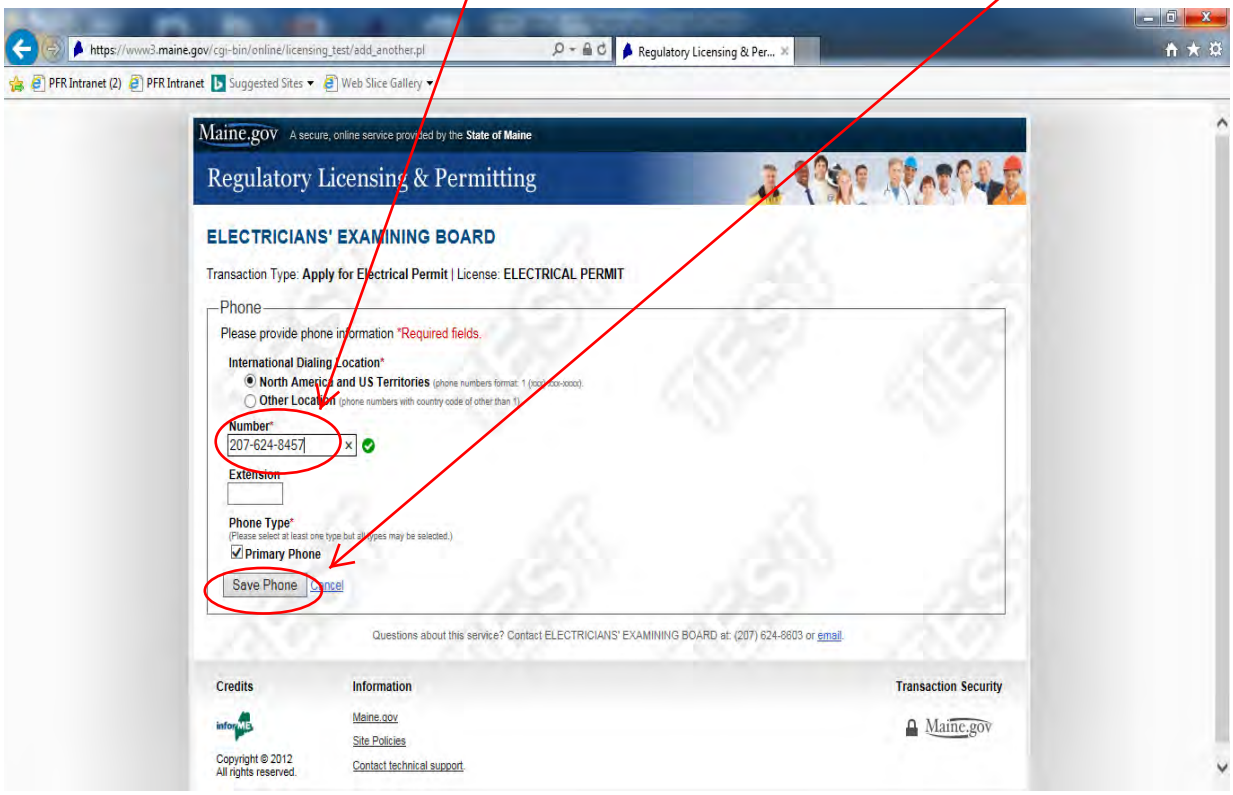
12. Click "**Save Email**"



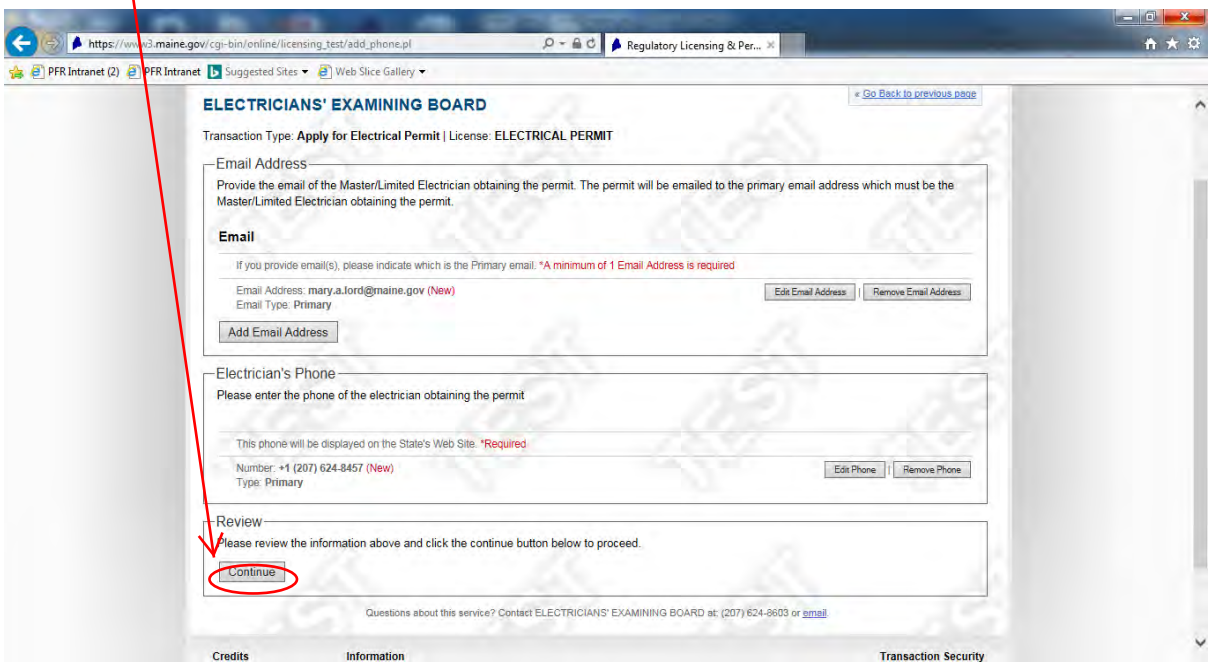
13. <u>Electrician's Phone</u> - Click "**Add Phone**"



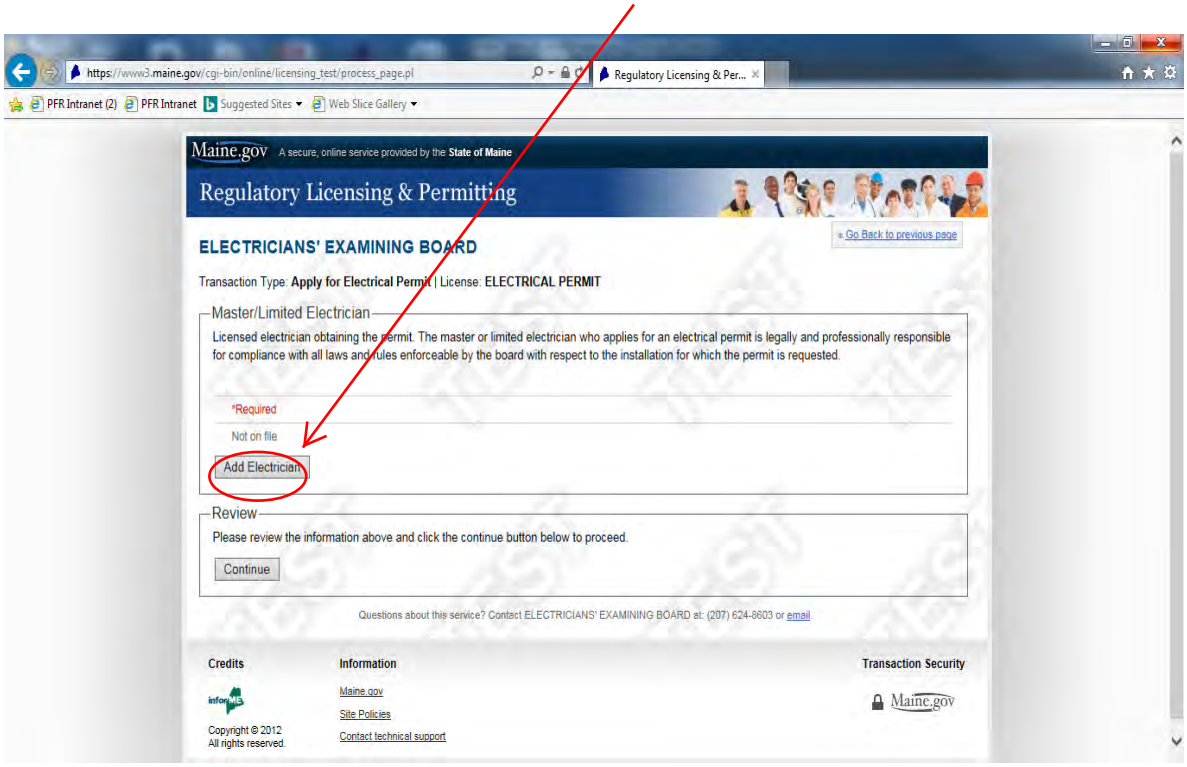
14. <u>Phone</u> – Enter **electrician's contact number** and click "**Save Phone**"



15. <u>Review</u> – review the electrician's email address and telephone number entered for accuracy and click "**Continue**" in the Review box

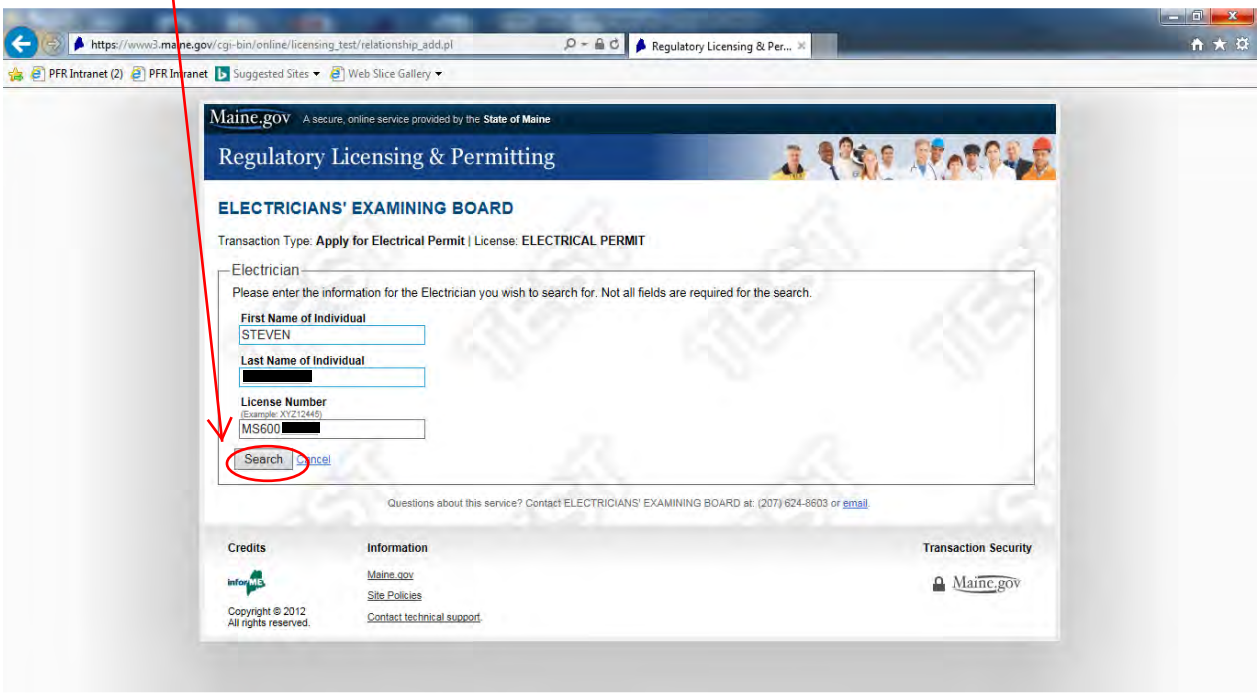


16. <u>Master/Limited Electrician</u> – Click "**Add Electrician**"

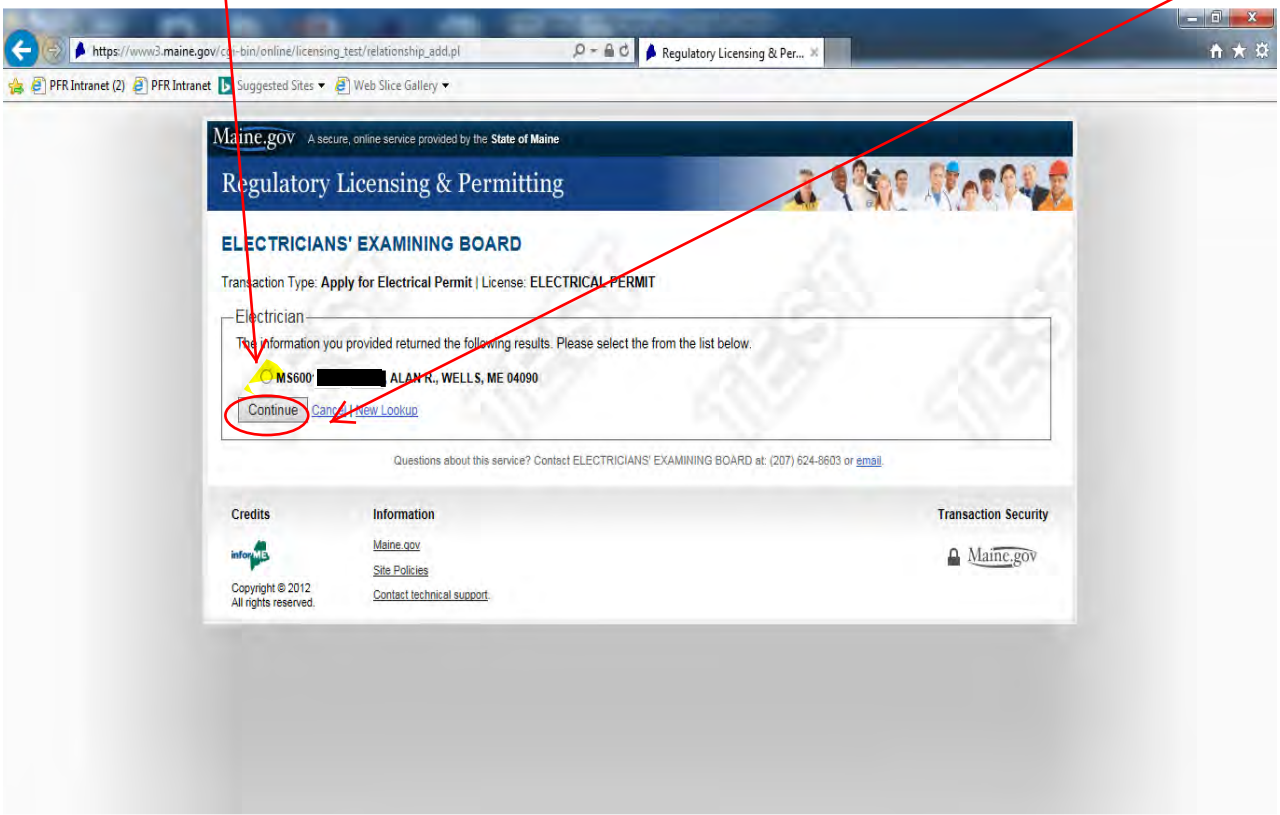


17. <u>Electrician</u> - Enter first and last name of electrician and electrician's license number

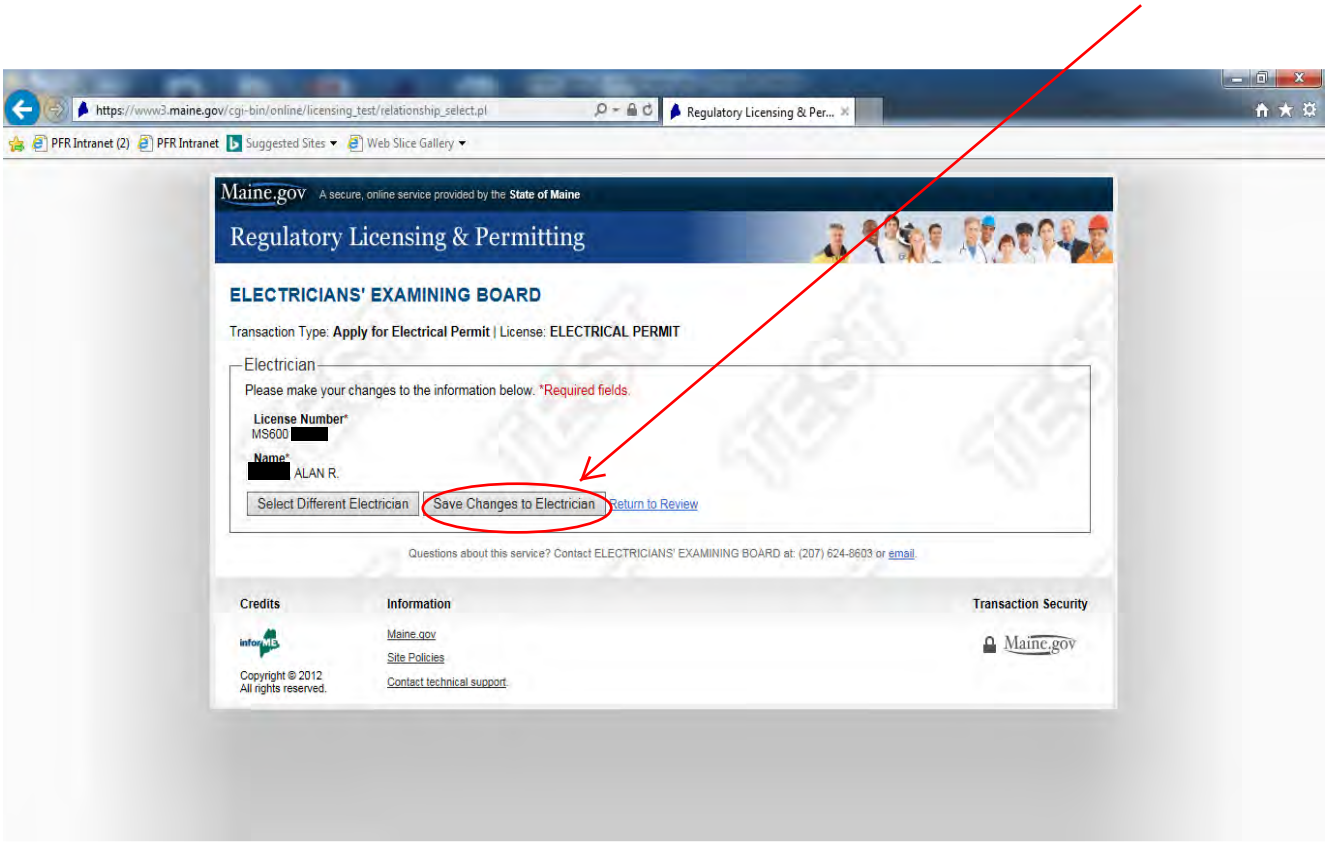
18. Click "**Search**"



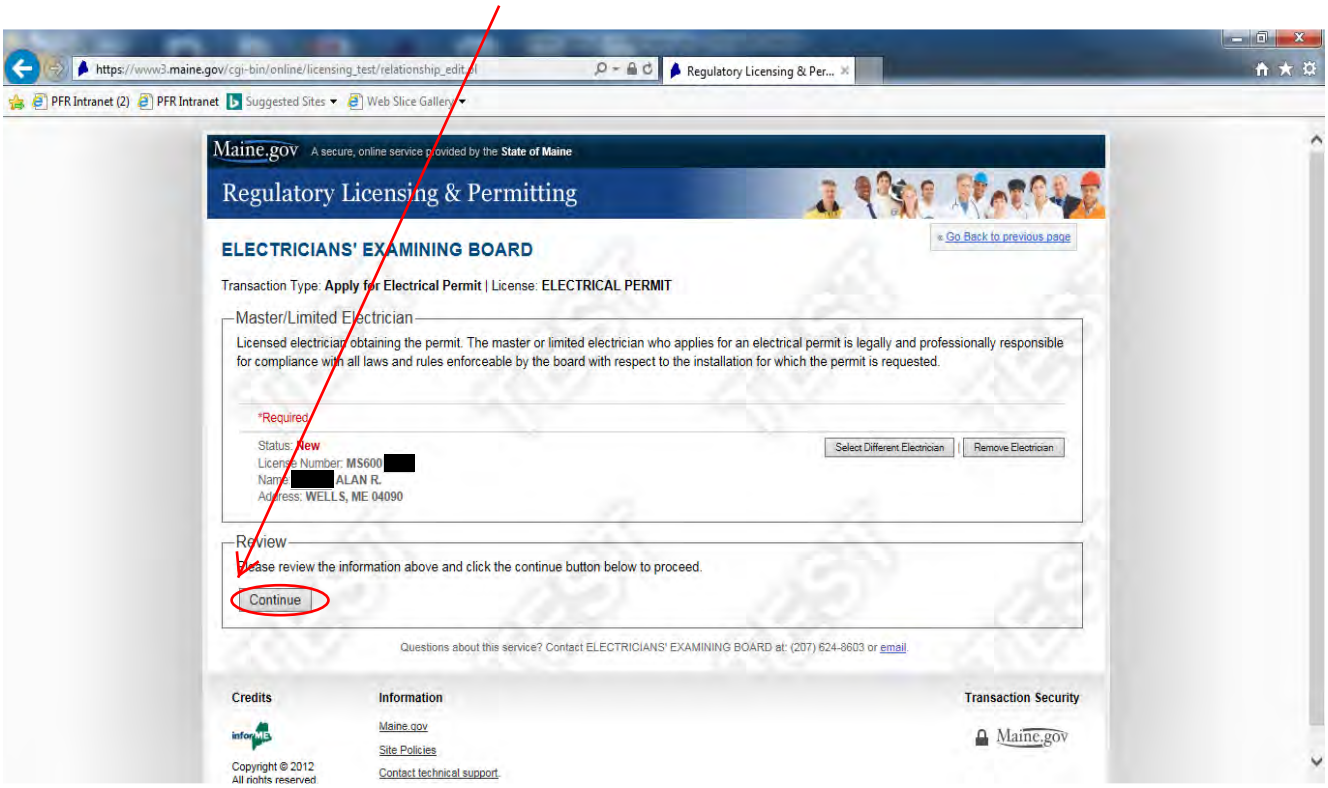
19. Click the **circle** next to the applicable electrician's name and select "**Continue**"



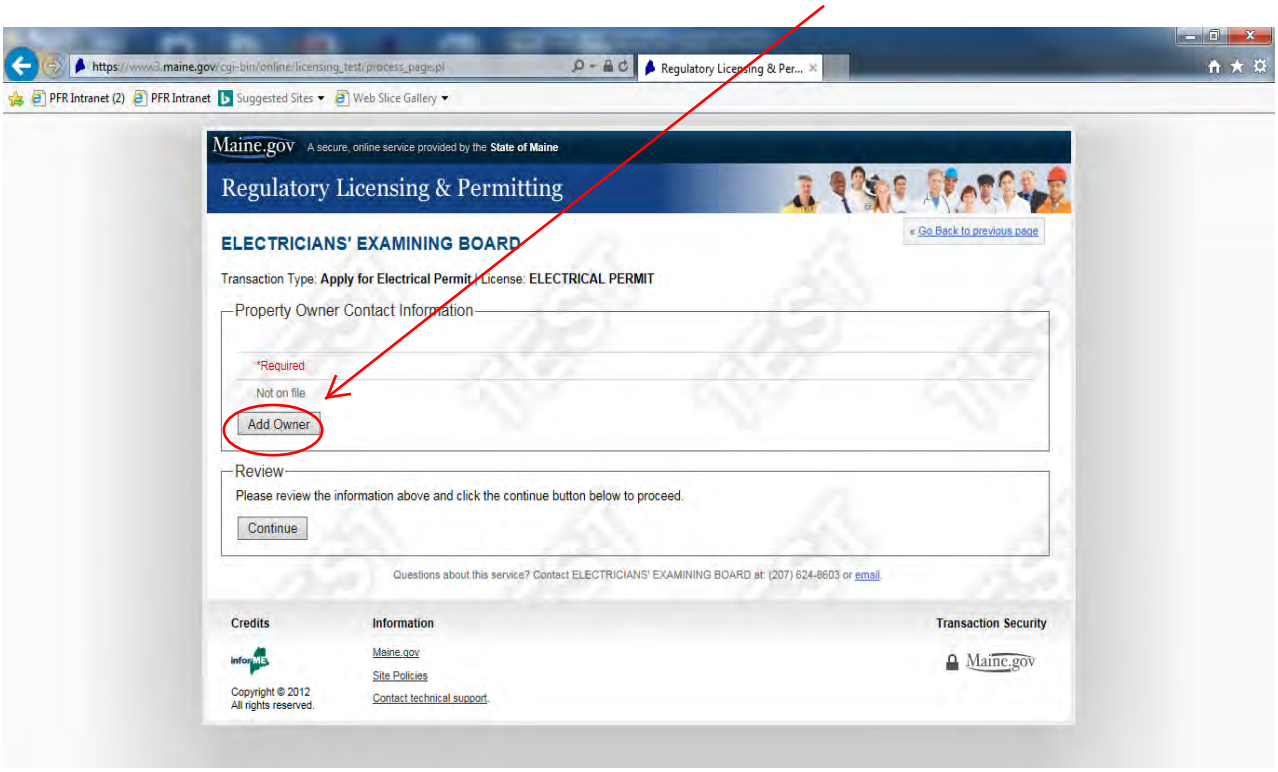
20. Review the Electrician information for accuracy and select "**Save Changes to Electrician**"



21. At the next screen click "**Continue**"

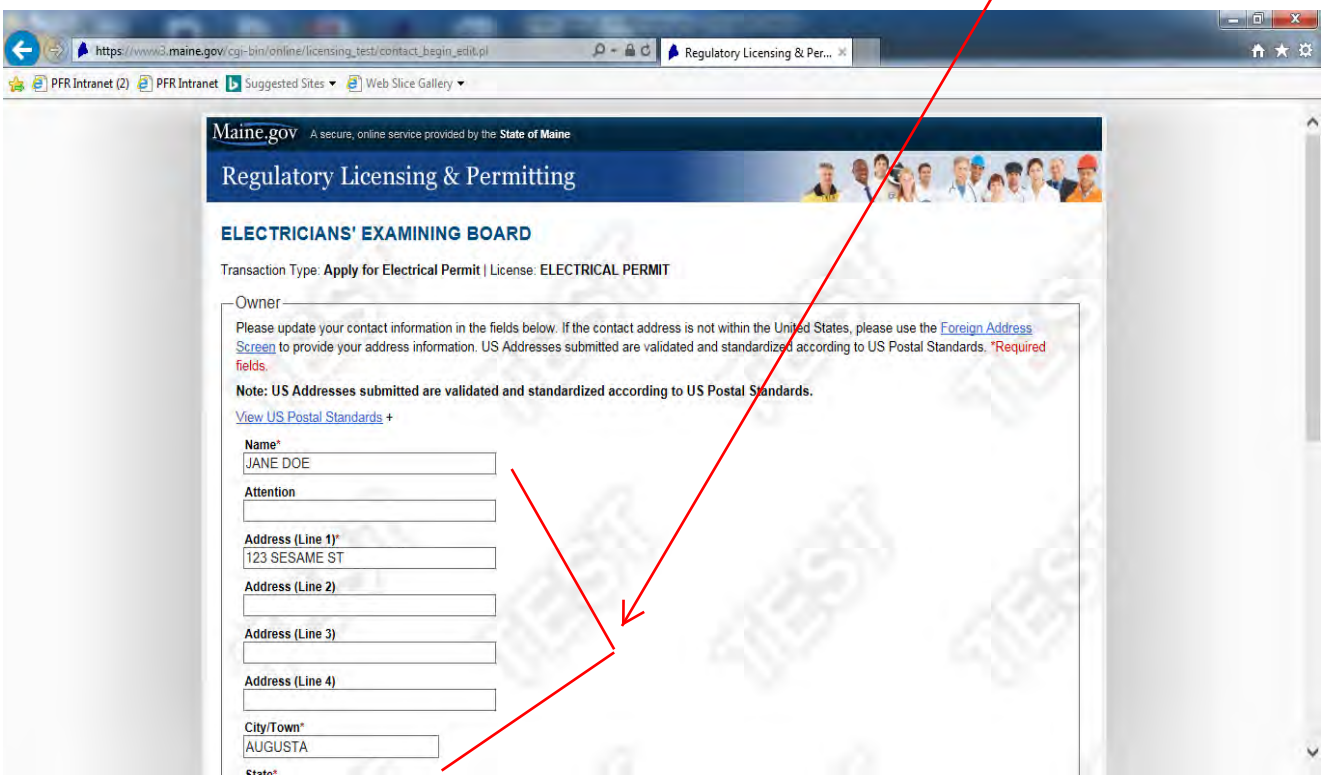


22. Property Owner Contact Information - Click "**Add Owner**"

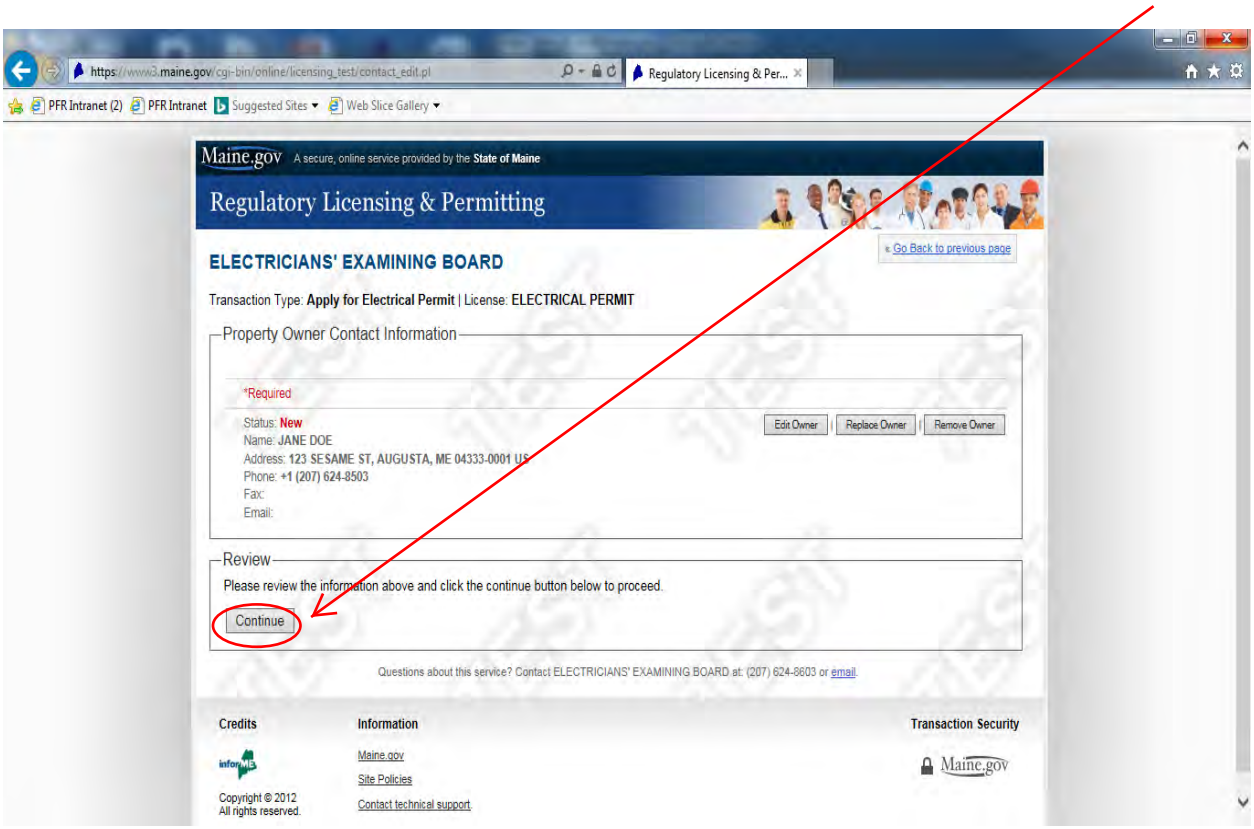


23. Enter property owner's name, mailing address (including county) and telephone number.

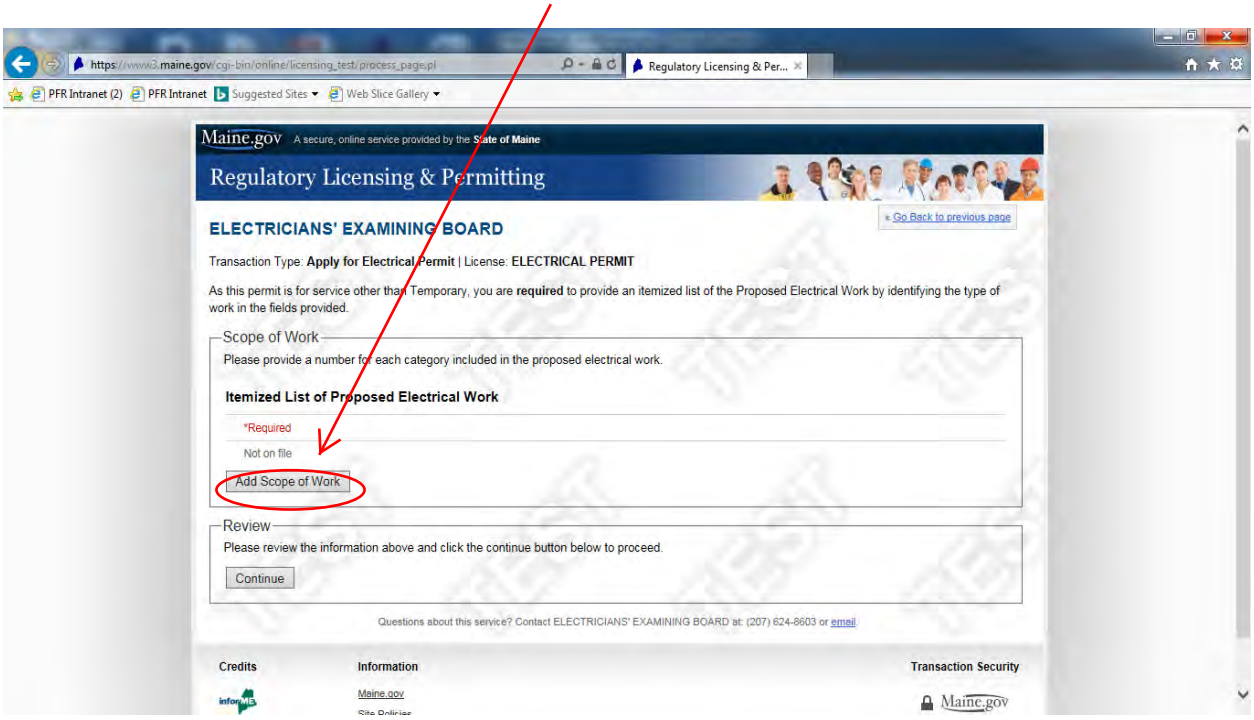
24. Click "**Save Changes to Owner**"



25. Review property owner contact information for accuracy, and click "**Continue**"



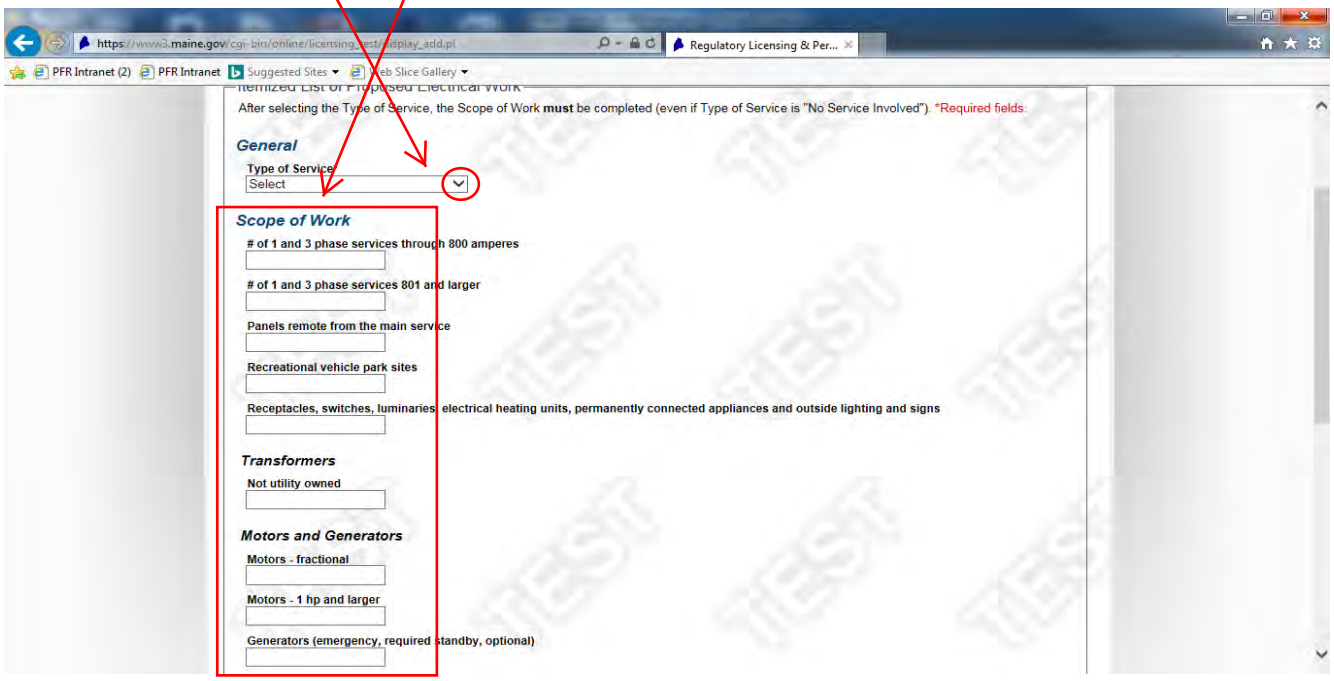
26. <u>Scope of Work</u> - Click "**Add Scope of Work**"



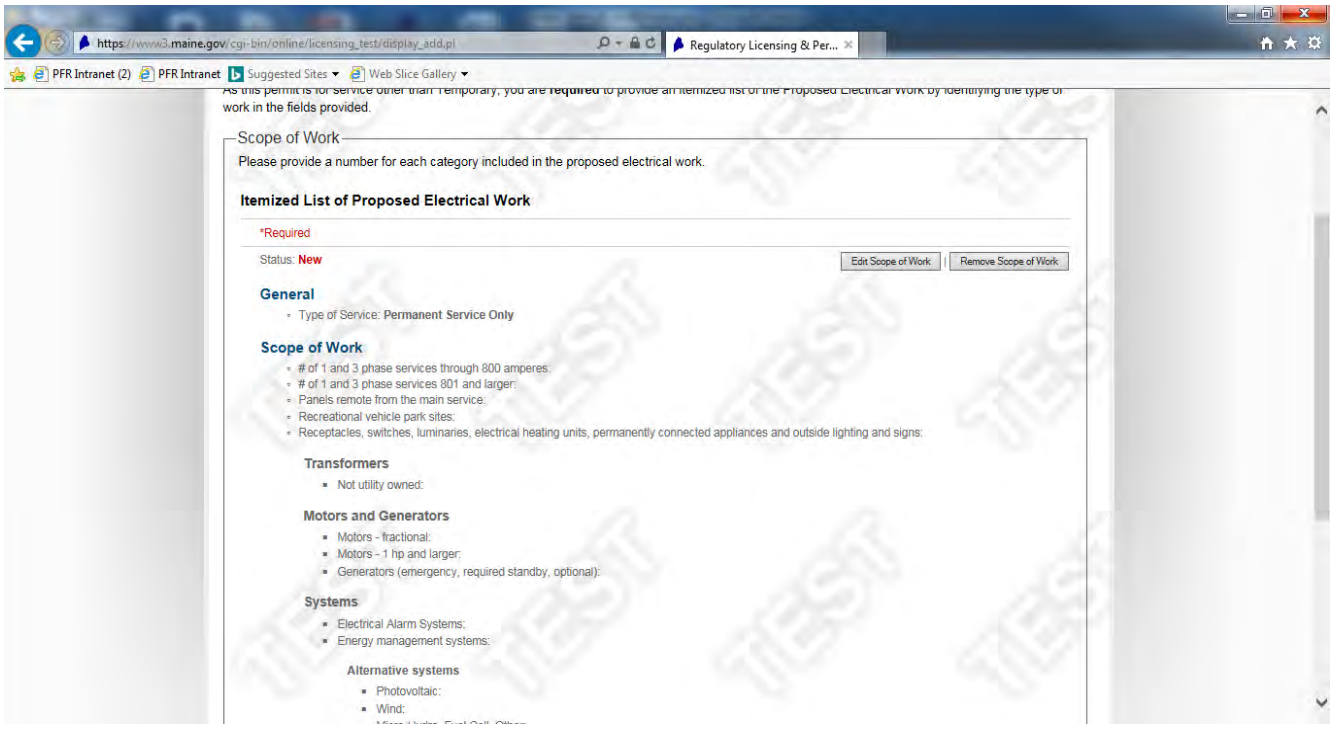
27. Select the **Type of Service** using the drop-down arrow

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**"



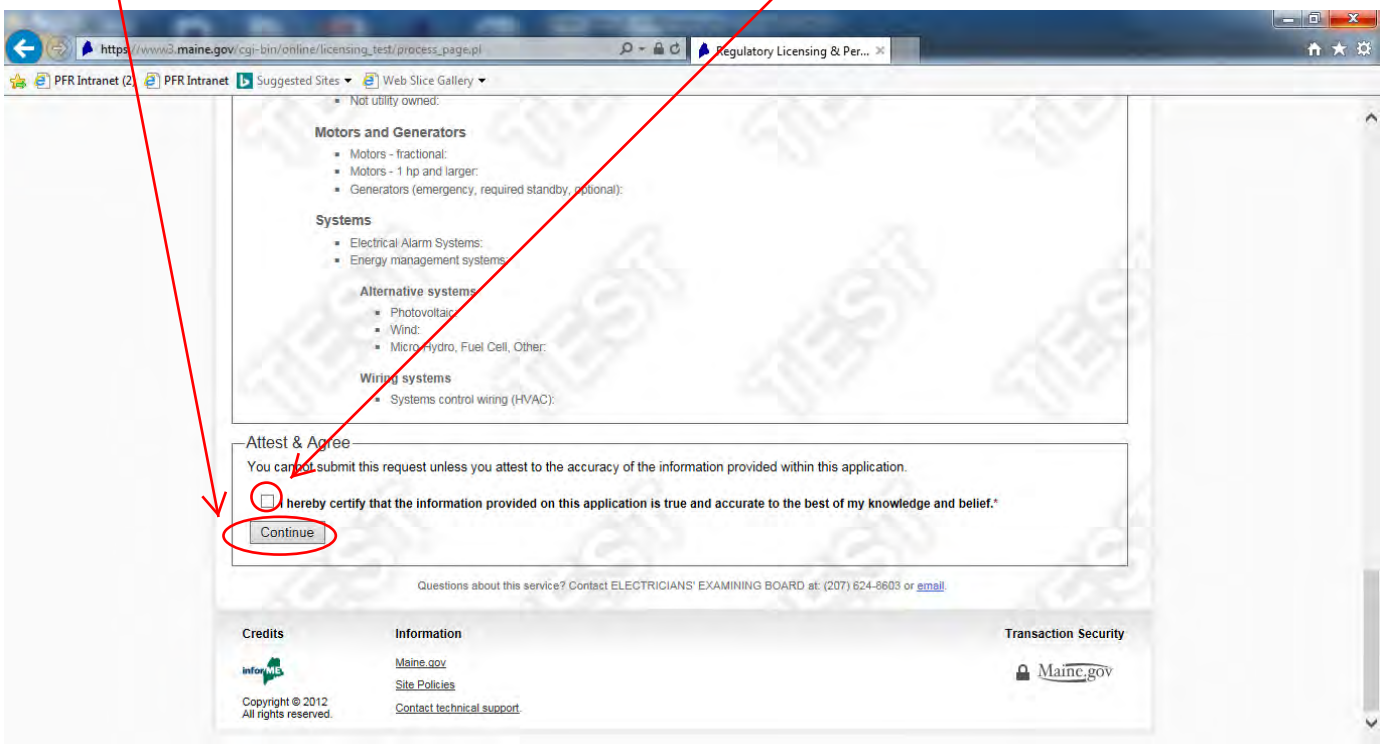
30. Review Type of Service and Scope of Work selected and click "**Continue**"



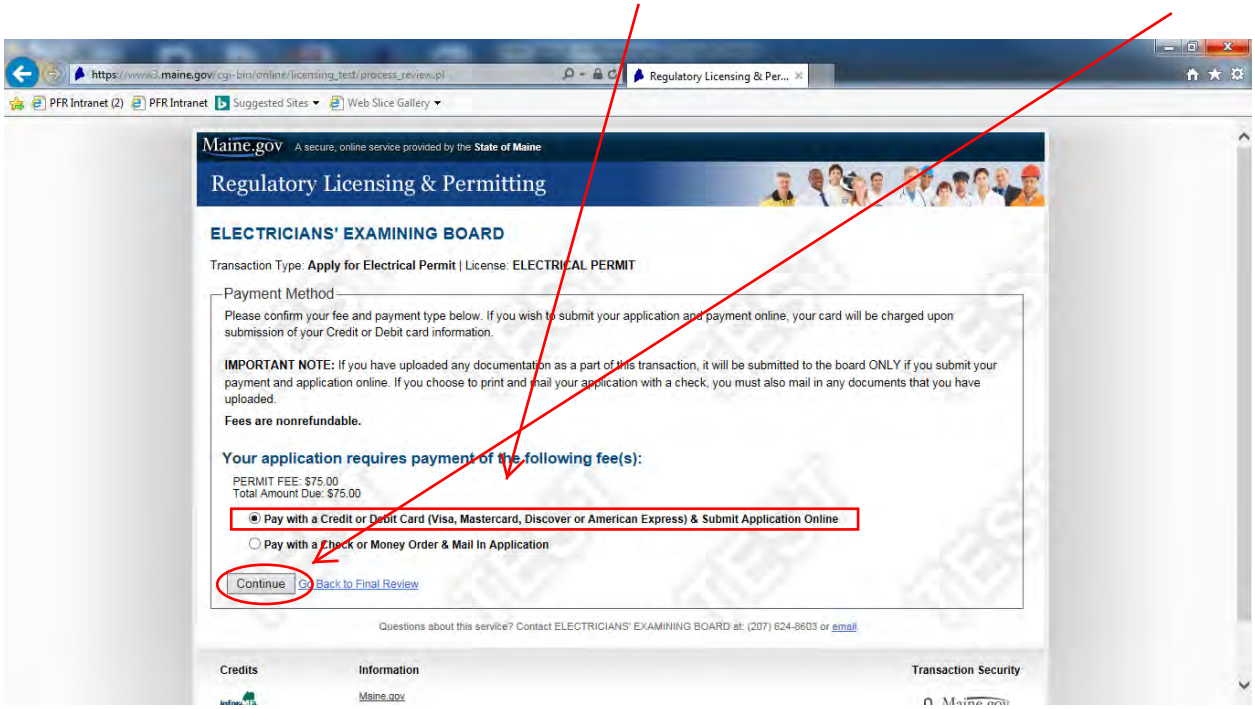
31. <u>Final Review</u> – complete a final review of the information entered

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

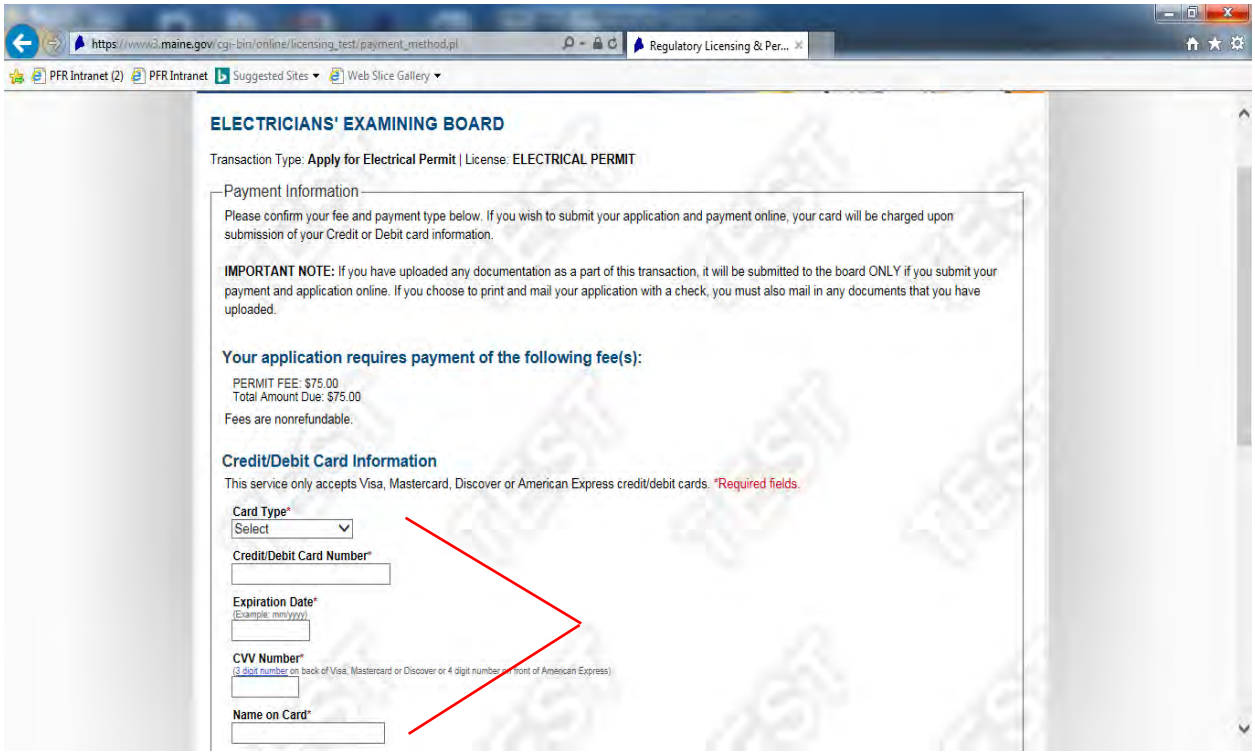
33. Click "**Continue**"



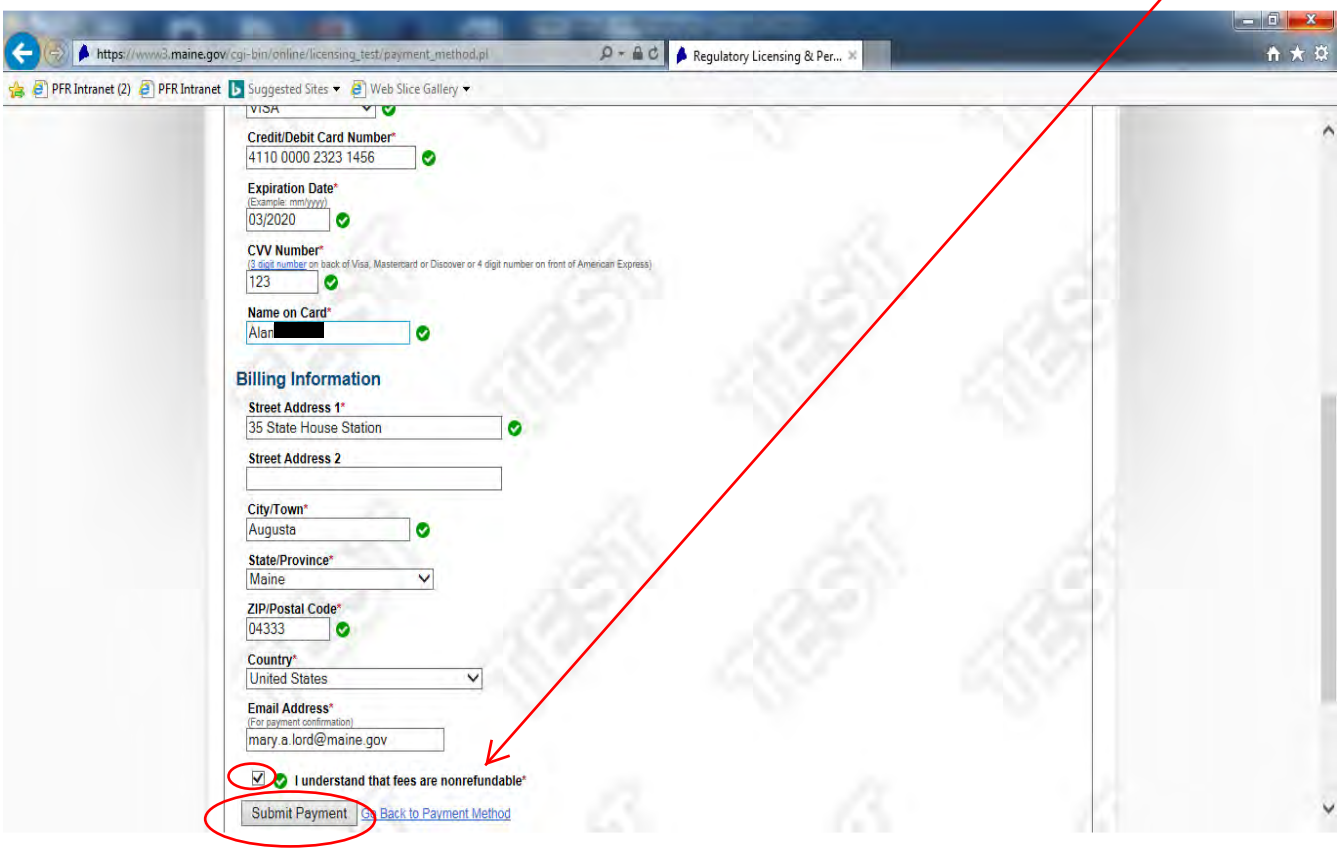
34. <u>Payment Method</u> - Select "Pay with Credit or Debit Card, and click "**Continue**"



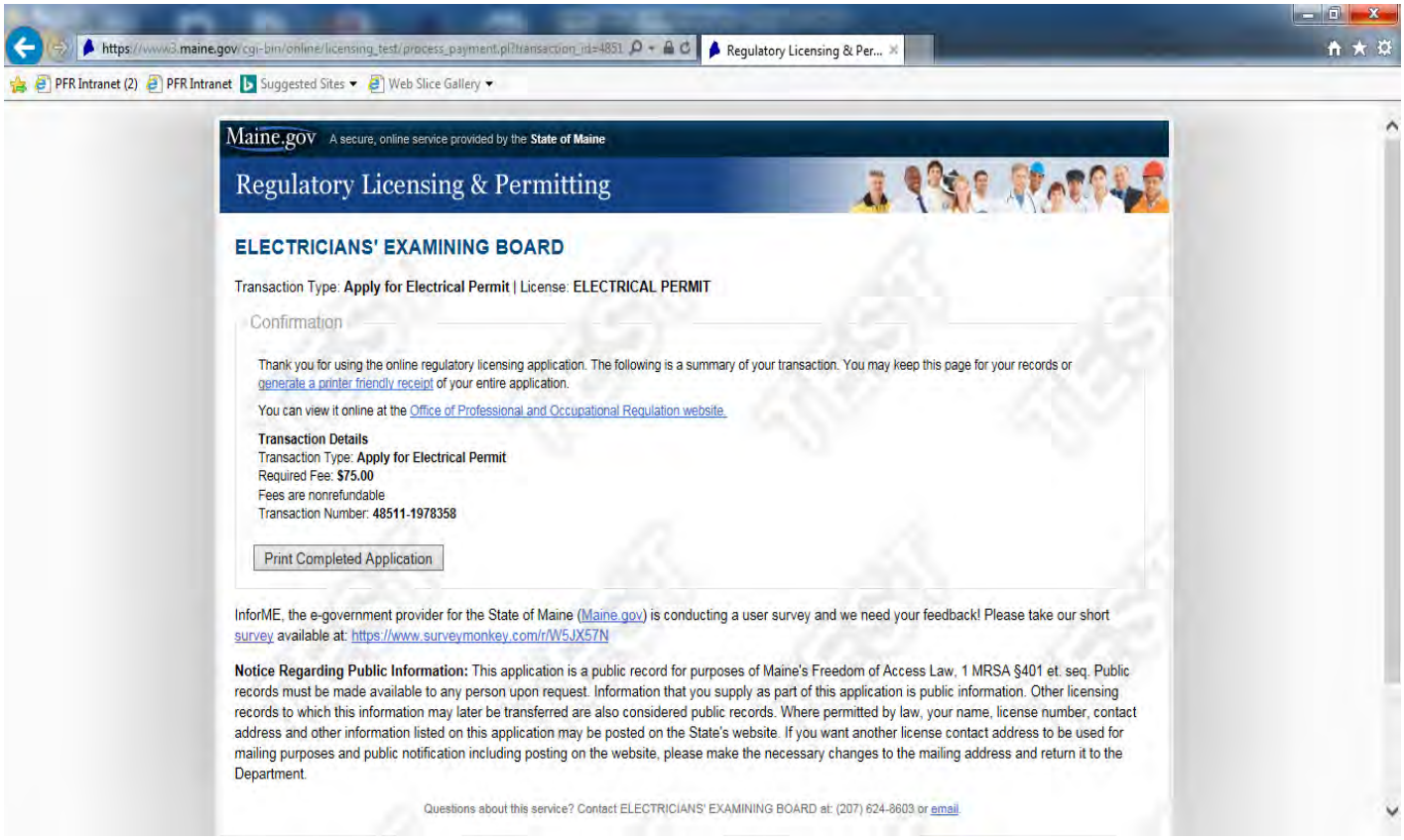
35. <u>Payment Information</u> – Enter your payment information as requested on the form



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



37. <u>Confirmation Page</u> - Print a completed copy of the application for your records.



https://www3.maine.gov/cgi-bin/online/licensing_test/process_payment.pl?transaction_id=4851 Regulatory Licensing & Per...

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

Maine.gov A secure, online service provided by the State of Maine

Regulatory Licensing & Permitting

ELECTRICIANS' EXAMINING BOARD

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

Confirmation

Thank you for using the online regulatory licensing application. The following is a summary of your transaction. You may keep this page for your records or generate a printer friendly receipt of your entire application.

You can view it online at the Office of Professional and Occupational Regulation website.

Transaction Details
Transaction Type: **Apply for Electrical Permit**
Required Fee: **$75.00**
Fees are nonrefundable
Transaction Number: **48511-1978358**

Print Completed Application

InforME, the e-government provider for the State of Maine (Maine.gov) is conducting a user survey and we need your feedback! Please take our short survey available at: https://www.surveymonkey.com/r/W5JX57N

Notice Regarding Public Information: This application is a public record for purposes of Maine's Freedom of Access Law, 1 MRSA §401 et. seq. Public records must be made available to any person upon request. Information that you supply as part of this application is public information. Other licensing records to which this information may later be transferred are also considered public records. Where permitted by law, your name, license number, contact address and other information listed on this application may be posted on the State's website. If you want another license contact address to be used for mailing purposes and public notification including posting on the website, please make the necessary changes to the mailing address and return it to the Department.

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

* 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/almsquery

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.