



**Buildings, Safety Engineering
& Environmental Department**

ELECTRICAL LICENSING PROCEDURES GUIDE

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**Buildings, Safety Engineering
& Environmental Department**

GENERAL INFORMATION: OVERVIEW

- Apprentice Registrations expire on August 31st of each year.
- All Electrical Trade Licenses expire on December 31st of each year.
- After March 1st of the following year, a late fee applies to the renewal of all Electrical Trade Licenses for a **total** cost of:

Electrical Contractor	\$173.00
Master Electrician	\$159.00
Electrical Journeyman	\$137.00
Fire Alarm Contractor	\$167.00
Fire Alarm Technician	\$167.00
Sign Specialist Contractor	\$167.00
Sign Specialist Technician	\$161.00

- For further information regarding late fees, please contact the Electrical Inspection Division. (See Contact Listing on page 20)

- A passport-sized picture is required for all trade license applications.

- Do not submit previous versions of application forms.

Obsolete application forms will not be accepted.

- Examples of acceptable forms of proof of residency are:

Valid and current:

City of Detroit Municipal ID

State of Michigan Driver's License

State of Michigan ID

Utility bills in the applicant's name for a minimum of six months reflecting a City of Detroit address.

- **Passports are not accepted.**
- **Water bills are not accepted.**

- Paycheck stubs **are not** considered valid work experience documentation.

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- This Procedures Guide is subject to revisions based on a change in the Buildings, Safety Engineering & Environmental Department's Fee Schedule and/or newly adopted Electrical Codes & Ordinances.
 - **FALSIFICATION IN FILLING OUT AN APPLICATION IS SUFFICIENT CAUSE FOR REFUSAL TO ISSUE, AND/OR SUSPEND A LICENSE OR REGISTRATION.**



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**Buildings, Safety Engineering
& Environmental Department**

THE CITY OF DETROIT BOARD OF ELECTRICAL EXAMINERS

The Board of Electrical Examiners (Board) consists of eleven (11) members appointed by the Mayor of the City of Detroit. Duties of the Board include preparing, reviewing, and approving electrical licensing examinations; conducting hearings to determine whether licensees have complied with the provisions of applicable administrative rules; and promulgating any other administrative regulations necessary to effectuate the provisions of the 2019 City of Detroit Municipal Code & the State of Michigan Electrical Code.

MISSION STATEMENT

The Board's operational authority is established by Article 3, Section 80.50 of the 2019 City of Detroit Municipal Electrical Code. The duties of these eleven (11) mayoral appointees have been developed to ensure that electrical, electronic, and fire safety installations are safe and effective for the citizens of Detroit.

The Board works closely with the Electrical Inspection Division. It promulgates code information to the licensees of the Electrical Inspection Division of the Buildings, Safety Engineering & Environmental Department of the City of Detroit. The members of the Board pledge to the citizens of Detroit our continued effort to ensure they have access to safe and effective electricity.

BOARD CONTACT LISTING

Coleman A. Young Municipal Center
Buildings, Safety Engineering & Environmental Department (BSEED)
Board of Electrical Examiners
c/o: Electrical Inspection Division
2 Woodward Ave., Fourth Floor, Room 408
Detroit, MI 48226

Meeting Date: Third Thursday of each month

Time: 10:30 a.m. - 12:30 p.m.

(Dates, time, and location are subject to change)

Please send all Board correspondence to the attention of the Board Secretary:

Marian Swint

Email: SwintM@detroitmi.gov

Board of Electrical Examiners Webpage:

<https://detroitmi.gov/government/boards/board-electrical-examiners>

APPRENTICE REGISTRATIONS

ELECTRICAL OR FIRE ALARM SPECIALTY TECHNICIAN APPRENTICE REGISTRATION

ALL ELECTRICAL APPRENTICES ARE REQUIRED TO PARTICIPATE IN A BONA-FIDE STATE APPROVED APPRENTICESHIP TRAINING PROGRAM AS STIPULATED IN THE 2019 CITY OF DETROIT MUNICIPAL ELECTRICAL CODE ARTICLE 3 SEC. 84.3(1). FAILURE TO DO SO INVALIDATES THE REGISTRATION. ANY HOURS ACCUMULATED ON AN INVALID REGISTRATION WILL NOT BE CREDITED TOWARDS THE ELECTRICAL JOURNEYPERSON EXAMINATION.

PLEASE BE ADVISED: It is critical that the Apprentice applicant keep track of all hours worked. These hours must be properly documented and notarized by the employer(s) to progress towards the application for the Electrical Journeyman examination.

The Board is required to review and approve all Apprentice Registrations before issuance.

All Apprentices are required to register in the municipality in which they reside within 30 days after employment. The expiration date for the Apprentice Registration is August 31st of every year.

City of Detroit Electrical Apprentices must:

- ✓ Complete a current Apprentice Application Form. **Obsolete forms will not be accepted.**
- ✓ Submit a passport-sized picture.
- ✓ Be a Detroit resident and show proof of residency.
- ✓ Submit a letter of documentation from your current employer attesting to employment related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed by the City of Detroit or the State of Michigan.
- ✓ All employment letters must:
 1. Be dated.
 2. Be original.
 3. Be notarized.
 4. Be on company letterhead.
 5. Include a brief description of your duties.
 6. Be signed by the employer or authorized company Human Resources representative.

The Board will not accept employment letters that are dated **over 90 days from when the application is submitted to the Electrical Inspection Division office.**
- ✓ Submit documentation of current and valid participation in a bona fide Apprentice Training Program as approved by the Board.
- ✓ Pay the Registration fee upon approval of the application.

RENEWAL OF AN ELECTRICAL OR FIRE ALARM SPECIALTY TECHNICIAN APPRENTICE REGISTRATION

The Board is required to review and approve all Apprentice Registration renewals before issuance.

The following is required for **EVERY** year an applicant renews an Apprentice Registration:

- ✓ Complete a current Apprentice Application Form. **Obsolete forms will not be accepted. A passport-sized picture is not required for renewals.**
- ✓ Be a Detroit resident and show proof of residency.
- ✓ Submit a letter of documentation from your current employer attesting to employment related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed by the City of Detroit or the State of Michigan.
- ✓ All employment letters must:
 1. Be dated.
 2. Be original.
 3. Be notarized.
 4. Be on company letterhead.
 5. Include a brief description of your duties.
 6. Be signed by the employer or authorized company Human Resources representative.

The Board **will not** accept employment letters that are dated **over 90 days** from when the application is submitted to the Electrical Inspection Division office.
- ✓ Submit documentation of current and valid participation in a bona fide Apprentice Training Program as approved by the Board.
- ✓ Pay the registration fee upon approval of the application.

TRADE LICENSES: GENERAL INFORMATION

APPLICATION FORMS

- Fully complete a current City of Detroit Electrical Licensing application form. **Obsolete forms will not be accepted.**
- If you have any questions regarding filling out an application, please contact Electrical Inspection Division Support at ele@detroitmi.gov
- A passport-sized picture shall be submitted with each application.
- The Board must approve all applications for Electrical Licenses **before** scheduling and sitting for an examination.
- The applicant must be a Detroit resident and show proof of residency.

LETTERS OF WORK EXPERIENCE FOR LICENSE APPLICANTS

All employment letters must:

1. Be dated.
2. Be original(s).
3. Be notarized, on company letterhead.
4. Contain the starting and ending dates (month and year) of employment.
5. Be inclusive of the number of hours worked.
6. Contain a brief description of your experience or duties.
7. Contain the name, license number, and the home municipality of the Master Electrician, Fire Alarm Specialty Technician, or Sign Specialist of Record.
8. Be signed by the employer.

The hours of experience may reflect duties from multiple employers. Credit for experience may be given for attendance and/or graduation from an approved training or educational program. Educational proficiency documentation may be presented to the Board for consideration in lieu of work experience.

MILITARY EXPERIENCE

While on active duty as a member of the armed forces, having served as an interior electrician, or in an equivalent job classification; was honorably discharged from that military service in the one-year period preceding the date the license application is filed; and has, and provides with their application an affidavit signed by a commanding officer, supervisor, or military superior with direct knowledge of the applicant's service that states that they have at least 8,000 hours of entry-level experience in and basic knowledge of each of the following:

- General knowledge of the electrical trade, including terminology and the ability to make practical calculations.
- The determination of system and circuit grounding and design and use requirements for grounding, including choosing the proper size grounding conductors.
- Knowledge of circuit classifications and ratings, and design and use requirements for circuits, including branch circuit loads.
- The determination of ampacity, type of insulation, usage requirements, methods of installation, protection, support, and termination.
- Knowledge regarding the installation of motors and control circuits.
- The calculation of electrical loads and determination of proper size, rating, and type of service and feeder conductors.
- Knowledge regarding fuses, circuit breakers, and all types of protective devices for conductors and equipment.

-
- Knowledge of all types of raceways and their uses, including determining proper size, conductor fill, support, and methods of installation.
 - Knowledge of circuits and equipment characterized by usage and electrical power limitations, including differentiating them from electric light and power circuits.
 - Knowledge of all types and applications of lighting fixtures, ratings, requirements for occupancies, special provisions, and clearances.
 - Where an applicant who otherwise meets the requirements of Subsection (a)(2)(b) of the 2019 City of Detroit Municipal Code has not attained 8,000 hours of entry-level experience or does not have basic knowledge in each of the areas described in Subsection (a)(2)(b)(1) to (10) of this section, he or she may provide with his or her application an affidavit signed by a commanding officer, supervisor, or military superior with direct knowledge of the applicant's service that states the amount of experience the applicant has attained and of which of the areas described in Subsection (a)(2)(b)(1) to (10) of this section the applicant has basic knowledge, and the Department may in its discretion grant toward the 8,000-hour experience requirement of Subsection (a)(2)(a) of this section based on the applicant's experience.

TRANSFER APPLICANTS (IN STATE ONLY)

If you are planning to move to the City of Detroit and hold a current, valid electrical License with the State of Michigan, you may transfer your License to the City of Detroit.

The following is required to transfer your Electrical License:

- Fully complete a current City of Detroit Electrical Licensing application form. **Obsolete forms will not be accepted.**
- A passport-sized picture shall be submitted with each application.
- Must be a Detroit resident and show proof of residency.
- A copy of your current and valid electrical License from the State of Michigan.
- Pay the respective License fee.

OUT OF STATE APPLICANTS

If you are planning on moving to the City of Detroit from another state, please be advised that **the State of Michigan does not reciprocate with any other state.** Therefore, you will be required to apply as an exam applicant in your respective license class. Also, you may have to register as an Electrical Apprentice to work as an electrician.

When applying as an out-of-state examination applicant, you must include the licensing requirements from the state and/or municipality from which you hold your Journeyman, Master, and/or Contractor's License.

Please see *Trade Licenses-General Information* (page 8) for requirements. For further information and/or assistance, please contact the Electrical Inspection Division.

TRADE LICENSES: EXAMINATION QUALIFICATIONS

ELECTRICAL JOURNEYPERSON LICENSE

- ✓ Must be at least 20 years of age.
- ✓ Must complete a current Journeyman application and submit a letter of documentation from one or more employer(s) attesting to not less than 8,000 hours of practical experience obtained over a period of not less than four (4) years related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed by the City of Detroit or the State of Michigan.
- ✓ Applicants applying for an Electrical Journeyman License who have registered as an Electrical Apprentice shall submit proof of valid Apprentice Registrations coinciding with all hours of practical experience.

ANY HOURS ACCUMULATED ON AN INVALID APPRENTICE REGISTRATION(S) WILL NOT BE CREDITED TOWARDS THE ELECTRICAL JOURNEYPERSON EXAMINATION.

MASTER ELECTRICIAN LICENSE

- ✓ Must be at least 22 years of age.
- ✓ Must complete a current Master Electrician application and submit a letter of documentation from one or more employer(s) attesting to not less than 12,000 hours of practical experience obtained over a period of not less than six (6) years related to electrical construction or maintenance of buildings or electrical wiring or equipment under the supervision of a Master Electrician licensed by the City of Detroit or the State of Michigan.
- ✓ Must have held and maintained a valid Electrical Journeyman's License for not less than 2 years.

FIRE ALARM SPECIALTY TECHNICIAN LICENSE

- ✓ Must be at least 20 years of age.
- ✓ Must complete a current Fire Alarm Specialty Technician application.
- ✓ Be certified by the National Institute for Engineering Technology (NICET) as an Associate of Engineering Technician Level II or above, as determined by the Board, in the field of Fire Alarm Systems Technology.
- ✓ Applicants applying for a Fire Alarm Specialty Technician License who have registered as a Fire Alarm Specialty Technician Apprentice shall submit proof of valid Apprentice Registrations coinciding with all hours of practical experience.

ANY HOURS ACCUMULATED ON AN INVALID FIRE ALARM SPECIALTY TECHNICIAN APPRENTICE REGISTRATION(S) WILL NOT BE CREDITED TOWARDS THE FIRE ALARM SPECIALTY TECHNICIAN EXAMINATION.

SIGN SPECIALIST LICENSE

- ✓ Must be at least 18 years of age.
- ✓ Must complete a current Sign Specialist application, and submit a letter of documentation from one or more employer(s) attesting to not less than 4,000 hours of practical experience obtained over a period of not less than 2 years related to the manufacture, installation, maintenance, connection, or repair of electric signs and related wiring as verified by an Electrical and/or Sign Specialty contractor licensed by the City of Detroit or the State of Michigan who is the current employer of the applicant.
- ✓ Proof of completion of a Sign Specialist Training course concerning the installation, maintenance, connection, or repair of electric signs and related wiring as contained in the *Sign Electrician's Workbook* published by the American Technical Publishers, Inc., or any other course designed to address the installation, maintenance, connection, or repair of electric signs and related wiring, as approved by the Board.

EXAMINATIONS: GENERAL INFORMATION

All examinations are open-book. A National Electrical Code (NEC) book, Michigan Electrical Code Rules Part 8, and the Skilled Trades Regulation Act 407 of 2016 are available to all applicants for the examination. Applicants may bring an unmarked NEC book for use during the examination. Code books may include NFPA 70-approved index tabs (**not homemade varieties**).

No markings will be allowed on or within the code book. This includes margin notes, test notes, highlighting, paper clips, or other testing aids. **Handbooks and/or Ugly's books are not allowed.** Applicants may bring a basic four-function, non-programmable calculator that is silent, battery-operated, does not have paper tape printing capabilities, and does not have a keyboard containing the alphabet.

Applicants are not allowed to have personal belongings in the exam room including, but not limited to cell phones, recording devices, recording eyewear, ear buds, headphones, Bluetooth devices, electronic watches, electronic devices, cameras, pagers, laptop computers, tablet computers, music players, smart watches, radios, electronic games, notebooks, reference or reading material, briefcases, backpacks, other writing devices, and good luck items.

Any applicant possessing prohibited items, giving, or receiving assistance on an exam, and/or found with unauthorized materials in the examination room shall immediately surrender all examination materials, shall have their test results invalidated, and such actions will be reported to the Board.

Applicants for an examination are required to bring government-issued picture identification to the examination site. (Current and valid Driver's License/State ID preferred) A score of 75% or better is required to pass the examination.

Examinations cannot be reviewed.

EXAM RESULTS ARE NOT GIVEN OVER THE TELEPHONE.

SCHEDULING EXAMINATIONS

Examination applicants may schedule their examination in person or by contacting the Board Secretary and paying the appropriate examination fee. The examination fees are listed below. Examinations are typically given every other month and are scheduled on a first-come, first-served basis. You may contact the Board Secretary to find out the availability of examination dates. Scheduling is closed after a date is filled.

Examination fees are non-refundable.

Examinations	Type	Fees
Electrical Contractor	Written	\$91.00
Master Electrician	Written	\$77.00
Journeyman Electrician	Written	\$77.00
Fire Alarm Contractor	Written	\$85.00
Fire Alarm Specialty Tech	Written	\$85.00
Sign Specialty Contractor	Written	\$85.00
Sign Specialist	Written	\$85.00

MISSED EXAMINATION APPOINTMENT OR CANCELING AN EXAMINATION

You will forfeit your examination fee if:

- You miss your examination date.
- You arrive after the examination start time. In this instance, you will not be allowed to take the examination as scheduled.

To cancel an examination, applicants shall notify the Electrical Inspection Division by phone, in person, or via email to the Board Secretary at least 24 hours **before** the examination. Examination fees **will not** be applied to another examination date for applicants who do not cancel as stipulated (24 hours) before the examination. An applicant may apply their examination fee from an appropriately canceled examination approved by the Electrical Inspection Division to another examination date **only once**. If the examination is canceled again or the examination date is missed, the applicant will have to repay the examination fee.

RESCHEDULING AN EXAMINATION

An examination result letter will be mailed to applicants after the examination(s) have been scored by the Examiner. If you do not pass your examination, you may reschedule for the next available examination date as stipulated in the examination result letter.

If the examination is failed twice within two years, there is a **one-year waiting period** from the date of the last failed examination (except for the Fire Alarm Specialty Technician and Contractor examinations). In addition, proof of successful completion of a course approved by the Board on Electrical Code, Electrical Fundamentals, or Electrical Theory must be completed within the one-year waiting period. Documentation must be submitted to the Electrical Inspection Division **and** approved by the Board before the applicant may become eligible to sit for another examination.

ELECTRICAL JOURNEYPERSON/MASTER EXAMINATION CONTENT

The **Electrical Journeyperson** examination covers entry-level knowledge of the electrical industry as outlined in the categories below.

The **Master Electrician** examination covers additional knowledge required to plan and supervise electrical installations as outlined in the categories below.

Boxes, Cabinets, Panelboards, and Non-Raceway Enclosures

Application of the proper type, use, and support of boxes and cabinets, etc. Includes calculation of proper size and rating.

Branch Circuits, Wire Connections, and Devices

Knowledge of circuit classifications, ratings, design, and use requirements. Knowledge and calculation of branch circuit loads. Application of Code rules covering electrical outlets and devices, including wiring connectors and methods.

Conductors

Determine ampacity, type of insulation, usage requirements, methods of installation, protection, support, and termination. Includes calculation of voltage drop.

General Knowledge of the Electrical Trade

Terminology and practical calculations such as power factor, voltage, and current ratings of equipment.

General Use Equipment

Knowledge of Code rules covering appliances, heating and air conditioning equipment, generators, transformers, etc.

Grounding and Bonding

Demonstrate knowledge of system and circuit grounding requirements, methods, and location of grounding connections. Selection of proper size grounding conductors, bonding of enclosures, equipment, and interior metal piping systems.

Lighting and Lamps

Knowledge of all types and applications of lighting fixtures, luminaires, ratings, requirements for occupancies, special provisions, clearances, etc. Includes load calculations for lighting.

Low Voltage Circuits and Equipment

Knowledge of circuits and equipment characterized by usage and electrical power limitations, which differentiate them from electric light and power circuits. Includes remote-control, signaling, and power-limited circuits.

Motors, Controls, and Equipment

Knowledge of Code rules governing installation of motors and controls. Includes calculations for motor feeder and branch circuits, short circuit, ground fault, and overload protection, and disconnecting means. Knowledge of all control circuits and motor type application and usage.

Overcurrent Protection

Knowledge of fuse application, circuit breakers, and all types of protective devices for conductors and equipment. Includes rules on taps and splices.

Raceways

Knowledge of all types of raceways and their uses. Determining proper size, conductor fill, support, and methods of installation.

Services and Feeders

Knowledge of Code rules covering services. Calculation of electrical loads and determination of proper size, rating, and type of service, and feeder conductors.

Special Occupancies and Equipment

Knowledge of Code rules as they apply to hazardous locations, health care facilities, places of assembly, etc. Includes Code rules on signs, welders, industrial machinery, swimming pools, etc.

EXAMINATIONS: FORMATS

ELECTRICAL JOURNEYPERSON EXAMINATION

The Electrical Journeyman Examination consists of 80 multiple-choice questions, each worth 1.25 points, with a 2½ hour time limit.

This exam is based on:

- State of Michigan Skilled Trades Regulation Act of 2016 (PA 407 of 2016)
- 2023 NFPA 70 National Electrical Code
- 2023 Michigan Electrical Code Rules Part 8

Electrical Theory & Calculations	15 problems	18.75
Electrical Administration	5 questions	6.25
National Electrical Code	60 questions	75
Total Points		100

MASTER ELECTRICIAN EXAMINATION

The Master Electrician Examination consists of 76 multiple-choice questions, each worth 1.32 points, with a 3-hour time limit.

This exam is based on:

- State of Michigan Skilled Trades Regulation Act of 2016 (PA 407 of 2016)
- 2023 NFPA 70 National Electrical Code
- 2023 Michigan Electrical Code Rules Part 8

2023 Michigan Electrical Code Rules Part 8 Skilled Trades Regulation Act 407 of 2016	6 questions	7.90
National Electrical Code & Calculations	55 questions	72.40
Electrical Theory & Concepts	15 problems	19.70
Total Points		100

FIRE ALARM SPECIALTY TECHNICIAN EXAMINATION

The Fire Alarm Specialty Technician Examination consists of 36 multiple-choice questions, each worth 2.78 points, with a 1½ -hour time limit.

Applicants must bring their own 2013 National Fire Alarm and Signaling Code (NFPA) 72 code book.

This exam is based on:

- Skilled Trades Regulation Act 407 of 2016 (PA 407 of 2016)
- 2013 NFPA 72 National Fire Alarm and Signaling Code
- 2017 NFPA 70 National Electrical Code

SIGN SPECIALIST EXAMINATION

The Sign Specialist Examination consists of 32 multiple-choice questions, each worth 3.125 points, with a 1-hour time limit.

This exam is based on:

- Skilled Trades Regulation Act 407 of 2016 (PA 407 of 2016)
- 2017 NFPA 70 National Electrical Code
- 2017 Michigan Electrical Code Rules Part 8

TRADE LICENSE FEES

Trade License	Fee
Electrical Journeyman	\$60.00
Master Electrician	\$82.00
Fire Alarm Specialty Technician	\$82.00
Sign Specialist	\$76.00

ELECTRICAL & SPECIALTY CONTRACTOR REGISTRATIONS

A City of Detroit Contractor Registration is required for Electrical Contractors licensed by the State of Michigan to obtain an electrical permit and perform work within the City of Detroit.

For an **INITIAL** Registration, the following is required:

- ✓ Must complete the applicable current Contractor application form.
Obsolete forms will not be accepted.
- ✓ A passport-sized picture of the Contractor of Record shall be submitted along with the application.
- ✓ A clear copy of the current and valid State of Michigan Electrical, Fire Alarm, or Sign Specialty Contractor License(s)
- ✓ A clear copy of the current and valid State of Michigan Master Electrician, Fire Alarm Specialty Technician, or Sign Specialist of Record License(s)
- ✓ If the applicant conducts business under a Trade Name or Assumed Name:
 - Submit documentation of the full trade name and date of registration with the County Clerk and/or State of Michigan.
 - The name of the individuals doing business under such Trade Name or an Assumed Name.
 - The name and business address of the statutory agent, or other agent, who is authorized to receive service of process.
- ✓ Pay the respective Registration fee.

For a **RENEWAL** Registration, the following is required:

- ✓ An applicable current Contractor Registration Form. **Obsolete forms will not be accepted.**
- ✓ A clear copy of the current and valid State of Michigan Electrical, Fire Alarm, or Sign Specialty Contractor License(s)
- ✓ A clear copy of the current and valid State of Michigan Master Electrician, Fire Alarm Specialty Technician, or Sign Specialist of Record License(s)
- ✓ Pay the respective Registration fee.

CONTRACTOR REGISTRATION FEES

TYPE OF CONTRACTOR REGISTRATION	FEE
Electrical	\$37.00
Fire Alarm	\$82.00
Sign Specialty	\$38.00

Please be advised: If the Contractor of Record or the Master Electrician, Fire Alarm Specialty Technician, or Sign Specialist of Record changes, a new application must be submitted along with a copy of the new Qualifying Individual's License and a Withdrawal of the Qualifying Individual or Contractor of Record application. Please contact Electrical Inspection Division Support or the Supervising Electrical Inspector for further assistance. (See Contact Listing-page 19)

ELECTRICAL & SPECIALTY CONTRACTOR EXAMINATIONS: QUALIFICATIONS

- ✓ Must have a Detroit-based business address.
- ✓ Must complete the applicable current Contractor application form (Parts A, B, and C as required). **Obsolete forms will not be accepted.**
- ✓ A passport-sized picture of the Contractor of Record shall be submitted along with the application.
- ✓ Submit documentation of the county where and date that the Trade or an Assumed Name was filed, and evidence of registration of such Assumed Name.

ELECTRICAL CONTRACTOR LICENSE

- Holds a Master Electrician License or has at least one Master Electrician who resides in this state and is in their full-time employment. Such Master Electrician shall be actively in charge of and responsible for code compliance of all installations of electrical wiring and equipment, and represent no other individual, firm, or corporation as their Master Electrician.

FIRE ALARM CONTRACTOR LICENSE

- Holds a Fire Alarm Specialty Technician License or has at least one Fire Alarm Specialty Technician residing in this state who is in their full-time employment. Such Fire Alarm Specialty Technician shall be actively in charge of and responsible for code compliance of all installations of fire alarm system wiring and equipment.

PLEASE BE ADVISED: A MASTER ELECTRICIAN AND/OR FIRE ALARM SPECIALTY TECHNICIAN SHALL NOT REPRESENT MORE THAN ONE ELECTRICAL CONTRACTOR, FIRM, OR CORPORATION AT THE SAME TIME.

SIGN SPECIALTY CONTRACTOR LICENSE

- Holds a Sign Specialist's License or has at least one Sign Specialist residing in this state who is in their full-time employ. The Sign Specialist shall be actively in charge of and responsible for code compliance of all installations, maintenance, connections, and repairs of electric signs and related wiring.

ELECTRICAL & SPECIALTY CONTRACTOR EXAMINATIONS: FORMAT

All Contractor Examinations consist of 40 multiple-choice questions each worth 2.50 points, with a 1½-hour time limit, and cover the following information. The Electrical Examiner will provide all the reference materials below for the examination.

The examinee **will not** be allowed to bring their own reference materials.

ECT1-2017	Part I	2017 Michigan Electrical Code Rules Part 8	10 questions	25
	Part II	2017 National Electrical Code-Annex H	5 questions	12.50
	Part III	Stille-DeRossett-Hale Single State Construction Code Act 230 of 1972	12 questions	30
	Part IV	Skilled Trades Regulation Act 407 of 2016	13 questions	32.50
Total Points				100

ECT2-2017	Part I	2017 Michigan Electrical Code Rules Part 8	10 questions	25
	Part II	2017 National Electrical Code-Annex H	4 questions	10
	Part III	Skilled Trades Regulation Act 407 of 2016	14 questions	35
	Part IV	Stille-DeRossett-Hale Single State Construction Code Act 230 of 1972	12 questions	30
Total Points				100

CONTRACTOR LICENSE FEES

Contractor License	Fee
Electrical	\$82.00
Fire Alarm	\$82.00
Sign Specialty	\$82.00

ANNUAL PERMIT

In place of an individual permit for each alteration to an already approved electrical installation, the enforcing agency may issue an annual permit upon application to any person who, or firm or corporation which, employs a full-time licensed Master Electrician, or a full-time Licensed Electrical Journeyman, to actively supervise the installation of electrical equipment on a premises owned or occupied and used by the applicant in the conduct of his or her business, and at which premises the licensed Master Electrician or the licensed Electrical Journeyman performs his or her duties, provided, that:

- Said licensed Electrical Journeyman has held their license for at least two full years; and
- Both the employer and the Master Electrician or Licensed Journeyman execute an affidavit on a form furnished by the Electrical Inspection Division, which is kept on file in the Electrical Inspection Division.

PLEASE BE ADVISED: A MASTER ELECTRICIAN SHALL NOT REPRESENT MORE THAN ONE ELECTRICAL CONTRACTOR, FIRM, OR CORPORATION AT THE SAME TIME.

CONTACT LISTING

ELECTRICAL INSPECTION DIVISION

Coleman A. Young Municipal Center
Buildings, Safety Engineering & Environmental Department (BSEED)
ATTN: Electrical Inspection Division
2 Woodward Ave., Fourth Floor, Room 408
Detroit, MI 48226

SUPERVISING ELECTRICAL INSPECTOR

Mr. Rickey Harris
Telephone Number: (313) 224-3113
Email: HarrisRi@detroitmi.gov

ELECTRICAL INSPECTION DIVISION SUPPORT

ele@detroitmi.gov

ELECTRICAL INSPECTION DIVISION CLERICAL STAFF

(313) 224-3226 or (313) 628-2661

BSEED OPERATING HOURS: Monday-Friday 8:00 a.m. – 4:30 p.m.

APPENDIX-A

FAQs (FREQUENTLY ASKED QUESTIONS)

1. Are my Apprentice Registration or Electrical License(s) valid outside the City of Detroit?

Yes. City of Detroit Apprentice Registrations and Licenses are valid throughout the state, and equivalent to those issued by the State of Michigan.

2. I am a new Apprentice and must enroll in a bona fide training program. Where can I find an approved school?

You may visit the C.E. Broker website (www.cebroker.com) for a list of State of Michigan-approved providers, or you may contact the State of Michigan Licensing Division at:

Phone: (517) 241-9316

Fax: (517) 241-0130

E-Mail: lara-bcc-licensing@michigan.gov

3. What do I do if I do not have letters of experience?

Please contact the Board secretary via email for further assistance. You may have to present your case before the Board. In this instance, a Board Hearing Request form must be completed in full and submitted to the Acting Chairman for approval before a hearing may be scheduled.

4. Can you recommend an exam prep course?

No. Due to a conflict of interest, the Electrical Inspection Division cannot recommend courses. You may visit the C.E. Broker website (www.cebroker.com), which lists state-approved courses/providers.

5. I have failed the Journeyperson or Master exam twice, and I now have a one-year waiting period. Where can I find the required approved code and/or theory course(s)?

You may visit the C.E. Broker website (www.cebroker.com), which lists state-approved courses/providers.

6. Do you offer special testing accommodations?

Yes. An Accommodation Request form must be completed in full and approved by the Board before an accommodation can be granted. Please contact the Board Secretary via email for further assistance.

7. I recently took an electrical examination; when will I find out the results?

Electrical examination results will be sent in writing to the address provided by the applicant once scored by the Examiner.

EXAM RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE.

8. How do I request a hearing before the Board?

A Board Hearing Request Form must be completed, submitted to the Board Secretary, and approved by the Acting Chairman **before** a hearing may be scheduled. When the Acting Chairman determines whether to approve or deny the request, the Board Secretary will contact the requestor in writing.

9. I have been contracted to do work in the City of Detroit, but my company is located outside the State of Michigan. How do I register to work in the City of Detroit?

Please contact the State of Michigan Licensing Division regarding licensure at:

Phone: (517) 241-9316

Fax: (517) 241-0130

E-Mail: lara-bcc-licensing@michigan.gov

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APPENDIX -B

DEFINITIONS

Apprentice Electrician

An individual other than an Electrical Contractor, Master Electrician, or Electrical Journeyman, who is engaged in learning about and assisting in the installation or alteration of electrical wiring and equipment under the direct supervision of an Electrical Journeyman or Master Electrician.

Board of Electrical Examiners

The Electrical Administrative Board was created pursuant to the 2019 City of Detroit Municipal Electrical Code Article 3 Section 80.50

C.E. Broker

CE Broker tracks renewal requirements and offers licensing management. Report, track, and confirm compliance for licensing renewal. (www.cebroke.com)

Electrical Contractor

An individual, firm, or corporation engaged in the business of erecting, installing, altering, repairing, servicing, or maintaining electrical wiring, devices, or equipment. **Please Note:** An Electrical Contractor may also serve as a Specialty Contractor.

Electrical Journeyman

An individual other than an Electrical Contractor who, as their principal occupation, is engaged in the practical installation or alteration of electrical wiring.

Fire Alarm Specialty Apprentice Technician

An individual other than a Fire Alarm Contractor or a Fire Alarm Specialty Technician who is engaged in learning about and assisting in the installation or alteration of fire alarm system wiring and equipment under the direct personal supervision of a Fire Alarm Specialty Technician.

Fire Alarm Contractor

An individual, firm, or corporation engaged in the business of erecting, installing, altering, repairing, servicing, or maintaining the wiring, devices, appliances, or equipment of a fire alarm system.

Fire Alarm Specialty Technician

An individual other than a fire alarm contractor who, as their principal occupation, is engaged in the practical installation or alteration of fire alarm system wiring.

Good Standing
Being in good standing is regarded as having complied with all City of Detroit Registration and/or Licensing requirements, holding a valid and current Registration or License, while not being subject to any form of sanction, suspension, or disciplinary censure.
Hyperlink(s)
Hyperlinks in this guide are only provided when publicly available.
Master Electrician
An individual who has the necessary qualifications, training, experience, and technical knowledge to supervise the installation of electrical wiring and equipment in accordance with this code. Please Note: A Master Electrician may also serve as a Fire Alarm Specialty Technician and/or a Sign Specialist.
NFPA
National Fire Protection Association https://www.nfpa.org/
NICET
National Institute for Certification in Engineering Technologies https://www.nicet.org/
Sign Specialist
An individual who, as their principal occupation, is engaged in the installation, alteration, or repair of electric signs and related wiring.
Sign Specialty Contractor
An individual, firm, or corporation engaged in the business of manufacturing, installing, maintaining, connecting, or repairing electric sign wiring or devices, including directly related wiring for electric signs that is electrically dedicated as a sign circuit beginning at the load side of the sign circuit disconnect.

Reference: *State of Michigan Skilled Trades Regulation Act (PA 407 of 2016)*

