

**COMMERCIAL/RESIDENTIAL MASTER/JOURNEYMAN ELECTRICIAN CHECK OFF LIST**

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Building Department Supervisor Approval: \_\_\_\_\_

**Test Results**

\_\_\_\_\_ Received

\_\_\_\_\_ Verified      Date: \_\_\_\_\_      Name: \_\_\_\_\_

**Reciprocating City Information**

\_\_\_\_\_ Received in writing (either code or letter from CBO or equivalent)

Reciprocation:

\_\_\_\_\_ Does                      \_\_\_\_\_ Does not

Code Currently Adopted:

\_\_\_\_\_

**Notarized letters of active employment**

\_\_\_\_\_ Need 8,000 hours as an Apprentice or equivalent on notarized letter(s) (hours in an approved electrical apprenticeship program or trade school may be considered for credit toward the 8,000-hour requirement).

Only the owner, corporate officer of the electrical contracting company or the master electrician may sign the affidavit(s) and/or letter(s). If the owner or corporate officer signs the affidavit(s)/letter(s) they must submit a copy of their current business license; if a master electrician signs the affidavit(s)/letter(s) they must submit a copy of their current master electrician's license and a copy of their picture ID.

Fees:

Master: \$163.00, Journeyman: \$68.00, Apprentice: \$33.00

**Contact:** [permitclerks@stjosephmo.gov](mailto:permitclerks@stjosephmo.gov) 816-344-5117

**Affidavit for Certification of Hours of Experience for a Master and/or Journeyman  
Electrician Application by a Master Electrician or Business Entity**

STATE OF \_\_\_\_\_ )  
 ) ss.:  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_ first having duly sworn and upon my oath, state that I  
(Insert Name of Officer or Signatory)

am a licensed master electrician, and/or an officer of a corporation, or an authorized signatory for a limited liability company, limited liability partnership, or other business entity and have the authority to execute this Affidavit in the capacity as a representative of the business and upon my oath state that:

\_\_\_\_\_ was in the employ of:  
(Name of Applicant)

\_\_\_\_\_  
(Employer Name, Address, and Phone Number)

from \_\_\_\_\_ through \_\_\_\_\_ for a total of \_\_\_\_\_ hours as a  
\_\_\_\_\_ master or journeyman electrician. For a commercial master  
(Commercial or Residential)

license, I also to the fact that at least 4,000 of the above master or journeyman hours were in the commercial/industrial field with no R- 3 use groups, as defined by the City of St. Joseph's adopted International Building Code.

\_\_\_\_\_  
[Name]

STATE OF \_\_\_\_\_ )  
 ) ss.:  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, a Notary Public for the above state and county, personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument, and who acknowledged that he executed the same as his free act and deed and that he is authorized to execute the same.

In witness Whereof, I have hereunto set my hand and affixed my official seal the day and year last above written.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public