CITY TRADE LICENSE
LIMITED OR NO STATE LICENSE

If you do not have an active Tennessee trade contractor license, or you do have a limited state license (LLP, LLE), and need to apply for a City of Knoxville license, please complete the following forms and return them to our office.

1. APPLICATION
   • All sections must be filled out and signed by the applicant
   • Please select which trade type for which you are applying.
   • If applying for multiple trade types, please submit a separate application package for each trade.

2. VALID PHOTO ID OF LICENSE HOLDER (i.e. driver’s license)
   • A valid photo ID of the license holder is required

3. PROOF OF EXAMINATION PASSING SCORE
   • You must provide proof of a passing exam score for your trade. We accept exam scores from State of Tennessee approved exam provider. [https://www.tn.gov/commerce/regboards/contractors.html](https://www.tn.gov/commerce/regboards/contractors.html)
   • It is your responsibility to find the appropriate exam, schedule the exam, and provide test scores to the City of Knoxville in order to receive a trade license.
   • If applying for multiple trade types, please submit exam scores for each trade.

4. SUBMIT DOCUMENTS
   • You may email documents to bldginspections@knoxvilletn.gov
   • You may bring or mail documents to: Development Services
     City County Building
     400 Main Street, Suite 475
     Knoxville, TN 37902

5. LICENSE FEE
   • Once the application package is reviewed, we will send you a payment link via email to pay online.
   • We accept Visa, MasterCard and Discover.
   • We also accept checks made payable to City of Knoxville, or cash.

You will be able to pull permits the same day your license is active.

The valuation limit is $24,999, anything more requires a State of Tennessee license.

Please note that City licenses will expire on December 31st, regardless of the issue date.
Electrical License Application

Submit the completed application to our office along with a non-refundable application fee of $30.00 in addition to the fees below, and references that attest to the appropriate years of experience.

Any false statement may be used as a cause for disqualification.

If you hold an active Tennessee Contractor’s License do not use this form.
Please download and complete the "State Contractor Reciprocation Application" instead.

If you hold an active Oak Ridge Contractor License, please contact our office directly.

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**License Holder Information**

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<th>NAME (First Middle Last)</th>
<th>BUSINESS NAME</th>
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**Electrical License Type**

- [ ] Class 1 – Commercial Contractor
  - Commercial & Residential
  - $300
  - 5 years
- [ ] Class 2 – Residential Contractor
  - 1 & 2 Family Dwellings only
  - $150
  - 4 years
- [ ] Class 3 – Maintenance
  - Limited to on-site maintenance employees
  - $150
  - 4 years
- [ ] Class 4 – Appliance Dealer
  - Appliance Installation and Signage
  - $150
  - 2 years

**Examination Passed (Proof Required)**

- [ ] CE
- [ ] LLE

**Experience**

How long have you worked in the electrical trade? _______ (Years) From: __________

*Please provide your relevant employment history, including your present employer.*

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Please attach another page if you wish to include any additional relevant employment history.

I certify that the foregoing statements are true and that if I am awarded a License as the result of this application process, if applicable, I will uphold and abide by all Rules and Regulations set forth in the International Electrical Code as adopted by the City of Knoxville.

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Signature of Applicant: ____________________ Date: ____________________

Revised June 2021