REGISTRATION & RENEWAL PROCESS FOR MASTER & CONTRACTOR ELECTRICAL LICENSES

Electrical Masters and Contractors are required to register their State Licenses with the City of Houston Electrical Inspections Section if performing work within the City of Houston limits.

PROCESS

Registrations or renewals may be done in person, or by mail. An "Electrical License Registration and Renewal Application (Form CE-1189)" is required for both methods. The application must be notarized if mailed. If registering for the first time, please contact us to obtain the appropriate fee. **Note: Please be sure to complete the entire application; incomplete applications will be discarded.**

By Mail

Mail the Electrical License Registration and Renewal Application (must be notarized) and a check or money order payable to the City of Houston to the address below:

City of Houston Electrical Inspections
P.O. Box 2688
Houston, TX 77252-2688

In Person

Visit the Electrical Inspections Section at 1002 Washington Avenue 4th Floor, Houston, TX 77002 between 8:00 a.m. – 4:30 p.m.

FEES

The registration and renewal fee is $190.49 a year per license ($164.07 plus a $26.42 administrative fee).

For 1st time registration, the fees will be prorated at $13.67 a month up to the expiration date provided for each license.

Example:

John's master license expires on October of 2012 and he registers on April of 2012.

Reg. Fee = 6 months (April to October) x $13.67

The fee will be $108.44 ($82.02 plus the $26.42 administrative fee)

APA ACCOUNT HOLDERS

Contact the Electrical Inspections Section for renewing information.