

**STATE ELECTRICAL BOARD**  
301 SOUTH PARK, 4<sup>TH</sup> FLOOR - Delivery  
P. O. Box 200513  
Helena, Montana 59620-0513  
(406) 444-6880 FAX (406) 841-2305  
EMAIL: [dlibsdlhelp@mt.gov](mailto:dlibsdlhelp@mt.gov)  
WEBSITE: [www.electrician.mt.gov](http://www.electrician.mt.gov)

## **LIMITED ELECTRICAL CONTRACTOR**

### **GENERAL INFORMATION**

- Illegible and incomplete applications will be returned.
- Complete and routine applications will be processed within 30 days.
- "Electrical Contractors" are not permitted to practice in Montana in any manner without an active Montana "Limited Electrical Contractor" license.
- Limited Electrical Contractor allow for residential construction consisting of less than five living units in a single structure.
- Please review the Montana laws and rules regarding the practice of "Electrical Contractor" in Montana.

### **LICENSE REQUIREMENTS: Limited Electrical Contractor**

#### **A. Licensing Requirements:**

Proof of compliance with [Montana Workers Compensation](#) and also [Unemployment Insurance](#) or an [Independent Contractor Exemption](#).

#### **B. Additional Requirements:**

Montana Licensed **Journeyman** as the responsible electrician, which means the person engaged in a full-time capacity that is responsible for all licensed electrical work performed by the electrical contractor in Montana.

#### **C. Renewal Schedule**

Biennial Renewal, May 15 - July 15

### **FEES**

"Limited Electrical Contractor" Application: \$300.00  
Make check or money order payable to the State Electrical Board

### **REQUIRED DOCUMENTS**

The following documents must be submitted to the Board office in order to complete your license application. Please make 8 ½" x 11" copies of the following and submit with your application. NOTE: Any document that is not in English must be accompanied by certified translations.

- A. Proof of compliance with Montana Workers Compensation
- B. Proof of compliance with Montana Unemployment Insurance

**OR**

- C. Montana Independent Contractor Exemption

## **APPLICATION PROCEDURES**

- When the application file is complete, it will be processed and considered by Board staff for permanent licensure. The applicant may be notified if additional information is required or if applicant is required to appear before the Board for an interview.
- Keep the Board office informed at all times of any address changes. This is essential for timely processing of applications and subsequent licensure.
- A routine application may take up to 30 days to process once it is complete.
- The applicant will be notified in writing of any deficient or missing items from the application file.
- Once an application is processed and approved a permanent license will be issued.

**MONTANA STATE ELECTRICAL BOARD**  
(301 SOUTH PARK, 4<sup>TH</sup> FLOOR - Delivery)  
P. O. Box 200513  
Helena, Montana 59620-0513  
(406) 444-6880 FAX (406) 841-2305  
EMAIL: [dlibsdhelp@mt.gov](mailto:dlibsdhelp@mt.gov)  
WEBSITE: [www.electrician.mt.gov](http://www.electrician.mt.gov)

**Limited Electrical Contractor Application**

Fees: \$300.00 Application

Payment: ☐ check or money order

Contact information: Workers Compensation (406-444-6532). Unemployment Insurance (406-444-3834). Independent Contractor Exemption (406-444-9029).

**Please Note:** The Montana responsible electrician's license determines the level of the contractor's license and what electrical work can be performed. An **unlimited electrical contractor** license will require a **master electrician** and allows the electrical contractor to **perform residential and commercial work**. A **limited electrical contractor** will require a **journeyman electrician** and limits the electrical work to **residential construction consisting of less than five living units in a single structure**.

1. BUSINESS NAME: \_\_\_\_\_  
Print actual name under which the electrical contracting business will be conducted

2. BUSINESS ADDRESS \_\_\_\_\_  
Street or PO Box # City and State Zip

3. FEDERAL ID # \_\_\_\_\_ OR SSN# \_\_\_\_\_

4. TELEPHONE \_\_\_\_\_  
Business Fax

5. BUSINESS EMAIL \_\_\_\_\_

6. Has this business ever been previously licensed by this Board? YES NO

7. If "yes" please give your previous license number \_\_\_\_\_

8. Business Owner(s) \_\_\_\_\_  
Name

Address \_\_\_\_\_  
City State Zip Code

9. Business Owner(s) \_\_\_\_\_  
Name

Address \_\_\_\_\_  
City State Zip Code

10. Is your business or business name registered with the Secretary of State's Office

(Secretary of States contact information: telephone: 406-444-3665 or website: [www.sos.mt.gov](http://www.sos.mt.gov) )

As per 24.141.505, Administrative Rules of Montana (ARM), you must have the following:

A. Proof of Montana workers compensations insurance and Montana unemployment insurance coverage. **Please attach proof of coverage. (See example below)**

**OR**

B. Proof of a current Montana independent contractor's exemption. **Please attach a copy of the Montana independent contractor exemption certificate.**

**11. ACKNOWLEDGMENT OF RESPONSIBILITY: The responsible electrician must sign below.**

I, \_\_\_\_\_  
Print Name

DO HEREBY DECLARE the following:

I am the journeyman electrician of record for the business listed on page one of this application.

My license # is \_\_\_\_\_

I am actively engaged in a full-time capacity for the electrical contracting firm listed on page one of this application and not engaged as a responsible electrician for any other electrical contractor.

I hereby assume all responsibility for the planning, laying out, and shall supervise all electrical work performed from this day forth until I shall have notified the Montana State Electrical Board or its legally appointed representative in writing of the cancellation of this agreement.

I further agree that all work performed under my supervision will comply with all Department rules and regulations. I understand any violation of this could result in administrative penalties or in action taken against the above noted license, as stated in Montana statutes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PERSONAL HISTORY QUESTIONS  
IMPORTANT INSTRUCTIONS AND NOTICE**

- Please read the following questions carefully. Giving an incomplete or false answer is unprofessional conduct and may result in denial of your application or revocation of your license. See, 37-1-105, MCA.
- You have a continuing duty to update the information you provide in your application and supplemental responses, including while your application is pending and after you are granted a license.
- Upon submittal of your application form, for every “yes” answer provided, you will receive a request for specific information or documents associated with the question. Your application is not complete until staff receive all information requested.
- “You” in these instructions and questions refers to associates or agents of the facility, organization, or entity applying for licensure who must answer these questions personally as individuals.

## PERSONAL HISTORY QUESTIONS:

12. Have you ever had any license, certificate, registration, or other privilege to serve as a volunteer or practice a profession denied, revoked, suspended, or restricted by a public or private local, state, federal, tribal, religious, or foreign authority?	Yes	No
13. Have you ever surrendered a credential like those listed in number 12, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority?	Yes	No
14. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position?	Yes	No
15. Have you ever been required to participate in a behavioral modification or assistance program in lieu of suspension or termination from a volunteer or employment position?	Yes	No
16. Have you ever withdrawn an application for any professional license?	Yes	No
17. As of the date of this application, are you aware of any pending complaint, investigation, or disciplinary action related to any professional license you hold?	Yes	No
18. Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?)	Yes	No
"Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.		
19. Do you have any medical, physiological, mental, or psychological condition which in any way currently (within the last 6 months) impairs or limits your ability to practice your profession or occupation with reasonable skill and safety?	Yes	No
20. Do you currently (within the last 6 months) use one or more chemical substances in any way which impairs or limits your ability to practice your profession or occupation with reasonable skill and safety?	Yes	No
The following information is provided for Question 21 below: A criminal conviction may not automatically bar you from receiving a license. For more information about how a criminal conviction may impact your application, consult the board or program website.		
21. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended in any state, federal, tribal, or foreign jurisdiction? You are not required to report arrests that did not result in the above outcomes. You are not required to report convictions you received when you were under 18, unless you were treated as an adult when convicted. You are not required to report misdemeanor driving violations, including driving under the influence, if you were sentenced more than five years before the submission date of this application:	Yes	No
22. Are you now subject to criminal prosecution or pending criminal charges?	Yes	No
23. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization?	Yes	No
24. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession?	Yes	No
25. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons?	Yes	No

Client#

ACDRDTII CERTIFICATE OF LIABILITY INSURANCE

DATE(M/D/Y)

CURRENT DATE

PRODUCER

Insurance provider's name

Address

City, State Zip Code

INSURED

YOUR BUSINESS NAME  
(EXACTLY AS IT APPEARS ON THE APPLICATION)

MAILING ADDRESS

CITY STATE ZIP CODE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION. ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A

ABC Insurance Co

INSURER B

INSURER C

INSURER D

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD. NO REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR	TYPE OF INSURANCE	POUCY NUMBER	POLICY EFFECTIVE DATE	EXPIRATION	LIMITS
7	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR GENERAL AGGREGATE LIMIT APPLIES POLICY n, Q; LOI				EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (Any one per 90 fl) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	OMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT acc, denl) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	GARAGE LIABILITY ANY AUTO EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION \$				AUTO ONLY - EA ACCIDENT OTHER THAN EA ACC AUTO ONLY AGG EACH OCCURRENCE AGGREGATE
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ABC123456789	09/01/13	09/01/13	EL EACH ACCIDENT EL DISEASE - EA EMPLOYEE EL DISEASE - POLICY LIMIT
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Workers Compensation Coverage includes the State of Montana

CERTIFICATE HOLDER

Montana Department of Labor and Industry  
PO Box 200513  
301 South Park  
Helena, MT 59620-0513

ADDITIONAL INSURED

INSURER LETTER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

A/HM REPRESENTATIVE