Supervising Electricians who would like to change the name of their Electrical Contractor must provide the following documentation:

1. A completed Supervising Electrician Change of Electrical Contractor Form.

2. A check or money order for $70.00 made payable to the Chicago Department of Revenue.

3. A letter from the **former** Electrical Contractor releasing the Supervising Electrician. The letter must:
   a. Be on company letterhead
   b. Include the city license numbers (ECC# and SE#)
   c. Be signed by owner or president of company, their title must accompany their signature and printed name
   d. (Refer to sample letter #1)

4. A letter from the **new** Electrical Contractor employing the Supervising Electrician. The letter must:
   a. Be on company letterhead
   b. Include the city license numbers (ECC# and SE#)
   c. Be signed by owner or president of company, their title must accompany their signature and printed name
   d. (Refer to sample letter #2)

5. Corp/LLC Certificate of Good Standing from the Illinois Secretary of State’s website documenting that the new company is in good standing. Visit [http://www.ilsos.gov/corporatelcc/](http://www.ilsos.gov/corporatelcc/)

6. Mail the items above to:
   
   City of Chicago  
   Bureau of Trade Licensing  
   P.O. Box 388249  
   Chicago, IL  60638-8249

7. For questions, call (800) 359-1313 or [tradelicense@continentaltesting.net](mailto:tradelicense@continentaltesting.net)
City of Chicago
Supervising Electrician - Change of Electrical Contractor Form

Date:_________________________

Supervising Electrician city license # SE _________________________________________

Electrical Contractor city license # ECC ___________________________________________

Name: _______________________________________________________________________

Home address: ___________________________________________________________________________ Phone #____________________

Supervising Electrician’s email address: _____________________________________________________________________________________

Social Security # (last 4 digits): _______________ Date of birth: ______________________

FORMER ELECTRICAL CONTRACTOR INFORMATION

Company name: ___________________________________________________________________________

Company address: __________________________________________________________________ Phone #____________________

City, state, zip code: __________________________________________________________________________

Company email address: _______________________________________________________________________________

NEW ELECTRICAL CONTRACTOR INFORMATION

Company name: ___________________________________________________________________________

Company address: __________________________________________________________________ Phone #____________________

City, state, zip code: __________________________________________________________________________

Company email address: _______________________________________________________________________________

Supervising Electrician’s signature: ___________________________________________________________________________

This area is for use by Bureau of Trade Licensing staff only:

New contractor # ____________________________________________

1/9/2014
(SAMPLE LETTER #1 - FROM THE FORMER ELECTRICAL CONTRACTOR)

ABC Electrical Contractor  
120 N Racine Ave.  
Chicago, IL 60607

Date

City of Chicago  
Bureau of Trade Licensing  
P.O. Box 388249  
Chicago, IL 60638-8249

Dear Bureau of Trade Licensing,

This letter is to inform you that John Doe (city license # SE1234) is no longer the Supervising Electrician for ABC Electrical Contractor (city license ECC#1234).

Sincerely,

(sign name)

(print name)

Title – Owner/President
XYZ Electrical Contractor
121 N. LaSalle St.
Chicago, IL 60602

Date

City of Chicago
Bureau of Trade Licensing
P.O. Box 388249
Chicago, IL 60638-8249

Dear Bureau of Trade Licensing,

This letter is to inform you that John Doe (city license # SE1234) **is the new** Supervising Electrician for XYZ Electrical Contractor (city license ECC#1234).

John Doe is replacing our former Supervising Electrician John Volts (city license # SE5678).

Sincerely,

(sign name)

(print name)

Title – Owner/President