

City of Chicago  
Supervising Electrician - Change of Electrical Contractor  
Instructions

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/corporatellc/>
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 # \_\_\_\_\_

**(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

**(SAMPLE LETTER #2 - FROM THE NEW ELECTRICAL CONTRACTOR)**

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