

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 \$50.00 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

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 # _____

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)

07/08/2025

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

07/08/2025