

ST. MARY'S COUNTY GOVERNMENT
BOARD OF ELECTRICAL EXAMINERS



COMMISSIONERS OF ST. MARY'S COUNTY

James R. Guy, President
Michael R. Alderson Jr., Commissioner
Eric S. Colvin, Commissioner
Michael L. Hewitt, Commissioner
Scott R. Ostrow, Commissioner

Don Haskin, Chairman

St. Mary's County Low Voltage/Restricted License Holder:

REMINDER:

- 1) **NEVER allow your license to be used as a front by another person.** This could result in your license being suspended or revoked.
- 2) Any change of information listed on your license application (change of address or change of T/A) must be reported to the Board within 14 days. Please send a new copy of the license you are reciprocating with the changes on that license as well.
- 3) **Keep your insurance up to date.** Have your insurance company email, mail, or fax the Board a copy of your general liability insurance before the expiration date, **LISTING YOUR NAME AND LICENSE NUMBER ON THE CERTIFICATE.** If your St. Mary's County license does not list a T/A, but your insurance company shows only the name of a company, this could result in your license being inadvertently shelved. Please ensure this matches.
- 4) Any correspondence to the Board shall be in writing via email, postal mail, or fax. The email for the Electrical Examiners is Electrical.Examiners@stmaryscountymd.gov the mailing address is St. Mary's County Board of Electrical Examiners, PO Box 653, Leonardtown, MD 20650 and the fax number is: 301-475-4672.
- 5) **If the insurance we have on file for you expires, your license will be placed on a "Shelved" status.** Your license will not be re-instated until you have a new certificate. Once the Certificate of Insurance is received it will be processed by the Board and your license will be re-instated. This process may take up to 30 days to complete. Please remember it is **"Your Responsibility"** to ensure your general liability insurance certificates reach the Board in a timely manner. The certificates can be mailed, emailed, or faxed to the Board.
- 6) The Board meets the first Tuesday of each month at 6:00 pm Land Use and Growth Management, Middle Conference Room.

Thank You,
Betty Nickerson
Sr. Admin Coordinator, LUGM/Secretary
St. Mary's County Board of Electrical Examiners
Electrical.Examiners@stmaryscountymd.gov