CITY OF KNOXVILLE – LOW-VOLTAGE REGISTRATION

The City of Knoxville requires low-voltage installers to register for commercial work and permits are required for low-voltage commercial work. Residential work does not require a permit or registration. There are no license or exam requirements for low-voltage, the valuation is capped at $24,999 and registrations expire on December 31st of each year.

If you are performing work over $24,999 then you will need to obtain a Class 5 City of Knoxville Electrical license. Instructions and forms will be provided upon request.

To register as a Low-Voltage contractor, please complete the following forms and return them to our office.

1. Affidavit for a Low-Voltage Registration
   • Must be signed by the applicant. The applicant is the person responsible for the work performed.

2. City of Knoxville Electrical Contractor’s Bond (with power-of-attorney)
   • Please advise your insurance agent to follow the attached instructions when completing the bond form. Any exceptions will cause processing delays until we receive corrections.
   • Each license type (electrical, mechanical, etc.) requires a different bond.

3. Please email documents to bldginspections@knoxvilletn.gov
   You may also bring or mail documents to:
   Development Services
   City County Building
   400 Main Street, Suite 475
   Knoxville, TN 37902

4. License fee:
   • We will contact you for payment once the completed application package is received.
   • We accept Visa, Discover, Mastercard over the phone. This is the fastest method.
   • We also accept checks, made payable to the City of Knoxville or cash brought to our office.

➤ You will be able to pull permits the same day your license is active. The valuation limit is $24,999. Anything more requires a State of Tennessee license. Please note that City licenses will expire on December 31st, regardless of issue date.
Low-Voltage Registration Affidavit

State of: __________________________

County of: __________________________

Comes _____________________________________, after being duly sworn in accordance with
(Person’s Name – Please Print)
the law, who deposes as follows:

1. I am the __________________________ of _______________________________________
   (Title of Person Making the Affidavit) (Name of Company, Corporation, or Individual)

2. Business Address: ___________________________________________________
   City, State, and Zip Code: ___________________________________________
   Telephone Number: (_____) _______________________________
   Fax Number: (______) ____________________________________
   Email Address: __________________________________________

3. ________________________________ is an employee of ___________________________
   (Employee’s full name) (Company Name, Corporation, or Individual)
   and is authorized to perform work within the City of Knoxville, Tennessee.

4. I have personal knowledge of the matters stated herein. Further affiant saith not.

AFFIANT

_______________________________________
(Signature of Registrant)

Sworn to and subscribed before me this __________ day of ________________, year of ______.

____________________________________
Notary Public Signature

My Commission Expires: ________________________________

Driver’s License Number Verified: ________________________________

Registration Number and Date ________________________________
CITY OF KNOXVILLE ELECTRICAL CONTRACTOR’S BOND

KNOW ALL MEN BY THESE PRESENTS, that I __________________________________________________________________________ (Name of License Holder) (PERSON not company)

doing business as: __________________________________________________________________________, in Knoxville, Knox County, Tennessee as principal, and __________________________________________________________________________ a corporation, organized under the laws of the State of ______________ with its principal office in the City of ______________, State of ______________, and having an office and agents in Knoxville, Tennessee, and being duly authorized and qualified to do the business in Knox County, Tennessee and being duly authorized and qualified to engage in the business of a bonding and indemnity company in the State of Tennessee, as surety, are held and firmly bound unto the CITY OF KNOXVILLE, TENNESSEE, in the penal sum of TEN THOUSAND ($10,000) DOLLARS, to the payment of which we hereby jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns, firmly by the presents.

BUT THE CONDITION OF THIS OBLIGATION AND THIS BOND IS AS FOLLOWS:

WHEREAS, the above bound principal desires to engage in the business of contracting to do electrical work in the City of Knoxville and has applied to said City of Knoxville for a certificate showing that the said principal is qualified to do such work; and,

WHEREAS, as a condition of the issuance of such certificate is the requirement of the Ordinances of said City that the said principal shall enter into a bond obligating the said principal to comply with the terms of all permits for electrical work issued to him and with all laws, ordinances, rules and regulations of the said City concerning electrical work, or to reimburse the said City for any expenditure it shall be required to make in correcting any work which does not comply with such requirements and which the said principal has failed, upon notice, to correct.

NOW, THEREFORE, if the said principal shall comply with all permits for electrical work issued to the said principal, and with all the laws, ordinances, rules and regulations of the City of Knoxville concerning electrical work; or if, upon being notified by the Electrical Inspector or other representative of the said City that any work done by the said principal does not comply with the requirements, the said principal shall immediately remedy such non-complying work, or if said principal shall pay to the said City the cost of correcting such defective or non-satisfied work and this bond shall become void, but otherwise it shall remain in full force and effect. This bond is intended to secure compliance on the part of said principal in the performance of electrical work, with the ordinances, regulations, etc., relative thereto and especially the provisions of the City Electrical Code, and in order further to define and limit the obligation and office of this bond it is hereby further agreed between the parties hereto as follows:

1. No action shall be brought on this bond unless such action shall commence within one (1) year from and after completion of the installation of the electrical work involved.

2. This bond shall in no way affect said principal’s civil responsibility to the person for whom such electrical work is done, and shall not limit the City’s right to prosecute said principal for violating the laws, ordinances, rules, or regulations concerning electrical work.

3. This bond may be cancelled by giving thirty (30) days written notice of such cancellation by registered mail to the Director of Law of the City of Knoxville.

Signed and sealed this, the __________ day of ______________, year __________.

TO BE FILLED OUT BY THE CITY OF KNOXVILLE:

On __________, ________________ (Date) (Type of exam successfully passed)

CHIEF INSPECTOR DATE

APPROVED TO AS FORM:

DIRECTOR OF LAW DATE

Principal (Signature of LICENSE HOLDER)

Surety (Name of SURETY COMPANY)

By __________________________________________________________ (Signature of SURETY COMPANY OFFICER)

NOTES:

1) Surety Company must affix original Power of Attorney.
2) State Of Surety Company on the bond form must match the Seal.
3) Signature of License Holder must be legible.
4) Signature of Surety Company Office must be legible.
5) Signed and Sealed date on Bond form must match the Signed and Sealed date on Power of Attorney.
6) When using a State License, the Company Name on the Bond form must match the Company Name on the State license certificate.

December 2012