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IMPORTANT INFORMATION REGARDING DOCUMENTATION FOR ACT 725

We have been reviewing documentation submitted for grandfathering under Option II and Option III for several weeks. Please read this explanation carefully before submitting your documentation.

Under either option, you must submit documentation according to the classification you have applied for. For example, if you ask to be grandfathered for Commercial Electrical Work (Restricted) and Residential Electrical Work (Restricted) you must submit five commercial permits and five residential permits. We cannot accept three commercial permits and two residential permits, for example. We must have five of each type.

We must stress that you must provide documentation for each parish in which you intend to work and that if you are working in more than five parishes you may have to submit as many as seven or more permits for each classification in order to qualify.

Please do not submit copies of your local licenses, trade association membership cards, local master or journeyman cards, occupational licenses or anything else along these lines. None of them are acceptable documentation or can substitute for any requirement under Act 725.

We have received a great many original documents (e.g. permits or invoices). You may want to keep the original document for your records and send us a photocopy.

Information specific to Option II

We have seen a very wide variety of permits. Not all permits give clear definition as to whether or not the permit is a residential or a commercial permit. If you submit a permit which is not clearly labeled as residential or commercial, please indicate to us the type of permit it is. This is particularly important where the area has no zoning indication.

We cannot accept computer screen print-outs from permit offices. We have no idea how to interpret local code offices' abbreviations or computer codes. Please ask your permit office for a print-out of the permit rather than a summary of the permits you have pulled.

We cannot accept permits pulled under the emergency permitting that occurred after Katrina and Rita. A simple emergency "building" permit with no information other than the address does not tell us whether the job was building related, electrical, or mechanical. It cannot be used to verify the job since it does not describe the job.

We cannot accept letters of verification or letters of recommendation from permit offices. This is a matter of state law. The law says you must submit five original building permits. We have no latitude in this matter.

Once again, please remember that you must submit at least five permits for each classification for which you are applying and you must make sure that you submit sufficient permits to cover each parish in which you intend to work.

Information specific to Option III

We have seen a wide variety of invoices. Please make sure that your invoices reflect the nature of the project (i.e. commercial, residential, industrial). Invoices reflect the nature of the majority of the job. For example, a contractor submitted an invoice for the installation of an air conditioning system and claimed it was an electrical job because he ran the electrical line to the system. The majority of the job was mechanical – running the electrical line was incidental. This job would be classified as mechanical.

We will not accept proposals since they do not evidence that the job was ever performed.