

# **REQUIREMENTS TO OBTAIN AN ELECTRICAL, PLUMBING, GAS FITTER'S OR MECHANICAL LICENSE FOR THE CITY OF OXFORD, MISSISSIPPI**

- 1.** Furnish evidence that the applicant has a valid license in another city, state or State of Mississippi State Board of Contractors license for the service they are requesting a license for. If evidence is given by form of another city or state's license this license must show dates giving proof of being held for more than one (1) year. If no other license has been held or is current then:
- 2.** Furnish official evidence that the applicant took and passed an accredited written exam. This notification must be in the form of an official letter from the accredited institution.
- 3.** The applicant must pay the privilege license fee to the City of Oxford of \$20.00 each year, per licensing or furnish evidence the applicant has a privilege license in the city or town in which their exam was taken or that the applicant carries a current Mississippi State Board of Contractors license.
- 4.** The applicant must obtain a performance or license bond for \$2,000.00 per service being licensed made payable to the City of Oxford in the applicant's name dba the business name.

## **NOTE**

The license process is handled through the Planning & Development Department of the City of Oxford.

Even though you are licensed with the state, it is required that you also be licensed with the City of Oxford to do business within the city limits.

All of the above information will need to be furnished to our office to obtain an electrical, plumbing, gas fitters or mechanical license with the City.

**Telephone: (662) 232-2324**

**Fax: (662) 232-2355**