

Department of Planning and Development



200 South President Street  
Post Office Box 17  
Jackson, Mississippi 39205-0017

December 9, 2020

To whom it may concern:

The City of Jackson has recently shifted to a digital building permitting and licensing system. This has created changes to our contractor licensing process. Many other agencies accept master license credentials issued by of our office and have come to expect those licenses to look a certain way. This letter is notice that we have changed how those credentials look.

Effective February 1, 2021, all master licenses will be issued as a paper certificate. An example is attached to this letter. Master Electricians will have a license number beginning with MELC-#, Master Mechanical will have a license number beginning with MMEC-#, and Master Plumbers will have a license number beginning with MPLB-#. We will no longer issue cards.

As an added layer of security, you can directly look up a license status in our system after February 1. You can visit [jacksonms.viewpointcloud.com](https://jacksonms.viewpointcloud.com) and scroll to the bottom to select "Search for Records". Select "Records" and type in the license number. If needed feel free to reach out to our office to verify a license at 601-960-1155.

Sincerely,

A handwritten signature in blue ink that reads "Jordan R. Hillman". The signature is written in a cursive style.

Jordan Rae Hillman, AICP  
Director of Planning and Development

# City of Jackson

## Contractor Name

The City of Jackson certifies that the person named above has complied with the requirements and is licensed to work as a Master Electrician in accordance with the Ordinance of the City of Jackson, Mississippi until the indicated expiration date.

## Master Electrician



**MELC-1**  
Expires February 1, 2022  
Building Official  
Jerry Woods

