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 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 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,

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