

**CITY OF ST. MARYS, OHIO  
ELECTRICIAN'S EXAMINING BOARD  
APPLICATION FOR EXAMINATION FOR ELECTRICIAN**

Date: \_\_\_\_\_

(Applicants for license will be examined on basis of questions applicable under both National Electric Code and St. Marys Code of Ordinance, Chapter 83.)

Full Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Date & Place of Birth: \_\_\_\_\_

Do you speak & write the English language?     Yes     No

Years Residence in the State of Ohio: \_\_\_\_\_    In St. Marys: \_\_\_\_\_

Do you hold an electrician's license in another state?     Yes     No

    If yes, what state? \_\_\_\_\_

Do you hold an electrician's license in another city?     Yes     No

    If yes, what city? \_\_\_\_\_

1.    Education Supervised (years attending, place)

        Grammar School: \_\_\_\_\_

        High School: \_\_\_\_\_

        College: \_\_\_\_\_

2.    Experience - what has been nature and extent of your experience? List below employers and years worked in electrical trade.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.    References - give name and address of 3 persons Board may contact for information in regards to character and ability.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**TO BE COMPLETED BY CITY**

Fee Paid \$ \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Action of Board: \_\_\_\_\_

Signed by Secretary: \_\_\_\_\_

Signed by Applicant: \_\_\_\_\_

**CITY OF ST. MARYS, OHIO  
ELECTRICIAN'S EXAMINING BOARD  
EXAMINATION POLICY AND PROCEDURES**

By order of the Electrician's Examining Board, the following procedures shall govern the administration of all Electrician's Examinations for the City of St. Marys, Ohio.

1. Upon request, the Secretary will provide the prospective applicant with a copy of the following information:
  - (a) Chapter 1325, Electrical Regulations, Codified Ordinances of St. Marys, Ohio.
  - (b) Applicable Sections of the Municipal Utility Rules and Regulations.
  - (c) Examination Policy and Procedures.
  - (d) Application form.
2. The Application must be completed in its entirety and returned to the Secretary with the \$10.00 examination fee.
3. The Secretary will establish the date, time, and place the written exam is to be administered.
4. The latest approved written Exam will be administered to all first-time applicants. If an applicant has previously taken the Exam but ailed to receive a passing score and is applying for re-examination, the approved alternate Exam will be administered.
5. Upon completion of the written Exam, the applicant will return the Exam to the Secretary. The Exam will be placed in an envelope and sealed. The applicant will then sign his name, address, and date on the envelope.
6. The Secretary will notify the Examining Board that an Exam has been received and a meeting will be scheduled. This meeting will be held within five (5) working days of the receipt of the Exam.
7. The Examining Board will grade the Exam and the applicant will be notified by mail of the results.

If the applicant receives a passing score, he will be advised that a license will be issued upon payment of the \$10.00 license fee and the receipt of the required \$2,000.00 bond with an expiration date of 12/31/current year.

If the applicant does not receive a passing score, he will be advised that an applicant for re-examination may be made after the expiration of thirty (30) days. The applicant may also request a meeting with the Examining Board to discuss the results of the written Exam.

ELECTRICIAN'S EXAMINING BOARD  
POLICY AND PROCEDURES con't.  
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8. The decisions of the Examining Board shall be final.
9. The above "Electrician's Examination Policy and Procedures" supersede all previous Policy and Procedures.

Approved this 20<sup>th</sup> day of January, 1977, by the Electrician's Examining Board.

Effective October 6, 1978,  
supersedes all previous procedure information and instructions.

**PROCEDURE**  
**ELECTRICAL PERMIT APPLICATION**

1. Applications for Electric Permit and Inspection forms are available at the Utility Office and Engineering Department.
2. Person or Contractor to do the work (licensed electrician or bona-fide resident property owner) must complete the application form. Application form must include schematic or plans and specifications of the proposed work either on back of the application or as attachment.
3. The Application form and the plans and specifications will be checked for compliance with the Electrical Code and City of St. Marys Rules and Regulations.
4. Permit and inspection fees must be paid before the permit is approved. These fees are to be paid at the Municipal Building.
5. Schedule of Fees
  - A. Service Entrance .....\$5.00
6. Following the payment of fees and approval of the application, a permit number will be issued and 2 copies of the permit will be made. One copy will be given to the applicant and one copy will be forwarded to the inspector. The original copy will be kept in City files.
7. The following information must be shown on the permit application form and/or attached plans and specifications:
  - A. New Construction - Overhead Service
    1. Location of service pole and distance from pole to meter.
    2. Location and height of meter.
    3. Height of service line above ground at lowest point.
    4. Height and size of service mast pipe (if required).
    5. Location of circuit breaker or fuse box.
    6. Cable size, type, and distance from meter to circuit breaker or fuse box.
    7. Meter ground wire and ground rod size.
    8. Circuit number, circuit size (amps), wire size and type, and circuit use. Indicate whether GFI breaker or GFI receptacles are to be used.
  - B. New Construction - Underground Service
    1. Location of service pole or pad mount transformer and distance to meter.
    2. Depth of underground cable.
    3. Location of height of meter.

ELECTRICAL PERMIT APPLICATION con't.

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4. Location of circuit breaker or fuse box.
  5. Cable size, type, and distance from meter to circuit breaker or fuse box.
  6. Meter ground wire and ground rod size.
  7. Circuit number, circuit size (amps) wire size and type, and circuit use. Indicate whether GFI breaker or GFI receptacles are to be used.
- C. Upgrading existing service entrance.
1. Indicate whether existing service is overhead or underground, and whether new service is overhead or underground.
  2. Size of existing service and size of new service.
  3. Location of existing meter, and location and height of new meter.
  4. Location and size of circuit breaker or fuse box.
  5. Cable size, type, and distance from meter to circuit breaker or fuse box.
  6. All service entrances, either upgrading or relocating, must be approved by the Electrical Distribution Superintendent or his authorized representative. A note to this effect must appear on the Permit Application.
8. If electrical service is requested during construction, the service may be provided after proper filing of the permit application form, and the utility application form. The service will be listed under the contractor's name.
  9. The Final inspection must be made before electrical service is provided. In the case of construction electrical service, the Final inspection must be made prior to the transfer of service to the owner's name.
  10. A minimum of 24 hours notice is requested for all inspection requests.
  11. When a zoning permit is required, this permit must be posted on the job site before any inspections will be made.
  12. Inspections:
    - A. Fees paid and plans approved before permit is issued.
    - B. Service Entrance - After work is completed.
    - C. Final Inspection - Before electrical service is granted or transferred to resident (exception: See #8 above).
  13. The inspector will notify the Utility Office after each inspection has been made.
  14. After completion of all inspections, the Original application will be removed from the "Permit in Process" file and transferred to an inactive file.

**MUNICIPAL ELECTRIC UTILITY POLICY  
FOR  
RESIDENTIAL INSTALLATIONS**

A. **OVERHEAD:**

The electrical contractor (or qualified resident property owner) shall provide and install the mast, pig tail, and required cable from the pig tail to the electric meter. The electrical contractor also installs the meter in accordance with Municipal Utility Rules and Regulations. The City of St. Marys shall provide and install the overhead cable from the service pole to the pig tail.

B. **UNDERGROUND:**

The electrical contractor shall provide the trenching, any necessary underground conduit, and install the cable and meter in accordance with Municipal Utility Rules and Regulations.

(1) **New Construction:**

The City of St. Marys shall provide the cable and will make the connections at the transformer or service pole. The electrical contractor installs the cable and makes the connections at the meter prior to the City energizing the line.

(2) **Up-grade and/or Replacement of Overhead:**

The City of St. Marys shall provide the cable and will make the connections at the transformer or service pole. The property owner will be invoiced for the cost of the cable and necessary City labor and miscellaneous materials at the rate of \$1.40 per lineal foot of cable provided.

The electrical contractor installs the cable and makes the connections at the meter prior to the City energizing the line.

C. **ELECTRICAL PERMIT:**

In all cases, an electric permit is required before any work can be done on an electric service. This permit must be taken out by a qualified resident property owner or a licensed electrician.

The above procedures are effective April 22, 1980, and supersede all previous procedures regarding underground residential installations.

**MUNICIPAL ELECTRIC UTILITY POLICY  
FOR  
COMMERCIAL AND INDUSTRIAL ELECTRICAL INSTALLATIONS  
FEBRUARY 28, 1990**

RE: REQUEST FOR SHORT CIRCUIT ANALYSIS

Effective immediately any request for a short circuit analysis by a licensed electrician shall be accompanied by a \$75.00 non-refundable payment.

/s/ Michael L. Weadock  
Michael L. Weadock  
Director of Public Service and Safety

**CITY OF ST. MARYS, OHIO  
DEPARTMENT OF SERVICE AND SAFETY**

RULES AND REGULATIONS

Governing the

ELECTRICAL INSTALLATIONS, REPAIRS, and/or ALTERATIONS

This pamphlet is designed to provide information concerning the required permit as established by the "St. Marys Code of Ordinances".

An explanation of the areas controlled by the permit, the information required, type and amount of bond or deposit, and a sample of the permit is also included.

Additional information not specifically covered in this pamphlet may be obtained from the office of the Director of Public Service and Safety.

## ST. MARYS, OHIO

### RULES AND REGULATIONS GOVERNING THE USE OF MUNICIPAL UTILITIES

#### GENERAL

SECTION 1-1 In accordance with Section 735.01 and 735.02 Revised Code of Ohio, and existing City Ordinances, the following rules, regulations, and fixed charges are hereby established for the control of service supplied by the various utilities of the City of St. Marys, Ohio. As a condition to taking utility service from the City of St. Marys, the consumer hereby agrees to the following Municipal Utility Rules and Regulations.

SECTION 1-2 Municipal Utility Systems shall include water sewer, electrical systems and refuse collection and disposal service, their lines, mains, laterals, services, transformers, valves, wire, meters, hydrants, manholes, curb stops, poles, and are under the exclusive control of the Director of Public Service and Safety and his authorized employees. Such control shall include all piping, tiles, or wire from the City mains, sewers, or wires to the point of consumption or where services is finally used or discharged.

SECTION 1-3 No person, persons, firm or corporation including contractors and other temporary users should use any utility service until the appropriate application and fee, if required, has been filed with an approved by the Director of Public Service and Safety. The application shall be as required for each utility as provided for in these Rules and Regulations. Application for service may be refused, or approved on condition, if the utility is unable to furnish service desired or to furnish service would impair the efficiency of the utility. The Rules and Regulations hereinafter set forth shall be considered a part of the contract with every person, company, or corporation that is supplied with utility service through the Service Department of the City of St. Marys, Ohio, and every person, company or corporation by taking service shall be considered to express his or their consent to be governed thereby.

SECTION 1-4 Utility Deposit Policy -

COMMERCIAL - The required deposit is equal to two months' bills based upon an estimated twelve month usage for the Commercial establishment in questions. This deposit may be adjusted up or down after a more accurate history has been recorded for a particular operation. "High Risk" deposits are equal to four months' bills based on the same formula. **"High Risk" accounts are based on the prior credit history of an individual and/or corporate account which may be in jeopardy.**

The minimum Commercial deposit is \$150.00.

GENERAL, con't.

Commercial deposits may only be altered by the Director of Public Service and Safety. The Director of Public Service and Safety may accept a letter of credit from a bank (to be held on file) in lieu of said deposit.

**Commercial deposits will only be refunded if the customer has established credit by paying in full twenty-four (24) consecutive months' bills on or before the 25<sup>th</sup> of the month in which they are due.**

RESIDENTIAL

The Deposit Schedule for residential users is as follows:

\*No deposit is required for property owners.

\$ 75.00 deposit is required for renters with Gas Heat.

\$150.00 deposit is required for renters with Electric Heat.

Rental deposits will be refunded if the customer has established credit by paying twelve consecutive bills on or before the 25th of the month in which they are due.

If a renter moves to another residence in the City and **has** established credit, no deposit will be required to make the transfer. If credit **has not** been established, the deposit will remain on file. If the move is from Gas to Electric Heat the additional \$75.00 will be charged.

If a married couple is divorcing or separating and **has** established credit, no deposit will be necessary for either. If credit **has not** been established, a deposit will be held on file for both parties.

DEPOSIT RATES

The deposit rates set forth above are subject to change by the authority of the Director of Public Service and Safety. (1-1-00 MLW)

SECTION 1-5 The various Municipal Utilities do not guarantee any fixed pressures, voltages, or continuous supply of water or electricity, or against sewer stoppages, but in case of trouble will endeavor to notify consumers affected thereby. No claim for damages will be considered for any above.-mentioned acts.

SECTION 1-6 The Director of Public Service and Safety, after written notice has been served upon the customer, may cause any utility to be disconnected until unsafe sewer, water, or electrical conditions which exist on the property are corrected. Existing sewer, plumbing, and electrical ordinances shall be used as criteria, or if none exists, the appropriate building code as adopted by the State shall be used.

GENERAL, con't.

SECTION 1-7 All private work on water and sewer lines or fixtures which are connected to the Municipal Utility System either directly or indirectly, inside or outside of the Corporate Limits, shall be done by a Plumber, or Sewer Layer and Waterline Installer, licensed by the City of St. Marys; and in accordance with these Rules and Regulations, and all State and local codes or laws. All private work on electric lines or fixtures which are connected to the Municipal Utility Service either directly or indirectly, inside or outside of the City of St. Marys; shall be done by an electrician licensed by the City of St. Marys; and in accordance with the National Electric Code, these Rules and Regulations, and all State and local codes.

SECTION 1-8 No person shall tamper with, damage, or obstruct any portion of the Municipal Utility System. No person other than authorized personnel shall open or close curb boxes, meter boxes, valves, or fire hydrants unless permission is first obtained from the Director of Public Service and Safety. If the Municipal Utility finds that a meter seal has been broken, any by-pass inserted, or any utility has been tampered with, the service will be turned off and shall not be turned on again until the violator shall have paid the estimated quantity of service which has been used and the appropriate "turn on" fee has been paid. Violators are also subject to arrest under the applicable sections of the Codified Ordinances of the City of St. Marys, which statutes shall be enforced for the utmost protection of the Municipal Utility System and the City of St. Marys, Ohio.

SECTION 1-9 No person shall take utility service for private use from any public building, place or fixture such as fountains or fire hydrants for which free service is provided without securing a permit from the Director of Public Service and Safety.

SECTION 1-10 No person receiving service from any utility shall supply other persons or families. There shall not be more than one house or dwelling or family on each meter. New apartment houses shall be plumbed or wired to meter individually for each dwelling unit.

SECTION 1-11 Inspectors and meter readers employed by the Municipal Utility System, whose duty it may be to enter upon private premises to read or examine meters, pipes or other fixtures used in connection with the utility system, must have free access at all reasonable hours to all parts of the building for the above purposes. In case any authorized inspector, meter reader, or employee is refused admittance to the premises or shall be prevented from making such examination, the utility shall be "turned off" and not "turned on" again until such access is given.

SECTION 1-12 Meters will be read monthly and as near the same date each month as possible. Snow and weather conditions may hamper meter reading, in which case, an estimated reading may be applied on the basis of past consumption by the City. The occupant of the home or business is responsible to see that the meter reader is permitted access on the regular reading route. Cards may be left for the customer to read his own meter, when due to conflicts in schedules, it is deemed necessary to do so. Meters not able to be read for extended periods may be "turned off" until the situation is corrected. Bills will be delivered or mailed the last working day of each month for the most current billing period. Bills are due and payable from the first of

GENERAL, con't.

the month. Payments made before the 10th of the month will be at the net amount as shown on the bill. Payments after the 10th of the month will be at the gross amount which is 5% higher than the net amount. When the 10th of the month falls on a Saturday, Sunday, or holiday, the first business day thereafter shall be included in the net payment period. Delinquent notices may be sent to those persons whose bills are not paid by the 20th of the current month. If the bill is not paid, or arrangements made, by the 25th of the current month, the service will be "turned off" after proper notice. The service shall not be "turned on" again until all charges and fees are paid in full. Any person, firm or corporation, residence or occupant having a delinquent account shall not be given service at any location until all delinquent accounts, charges, and fees are paid in full.

SECTION 1-13 Any person, firm, or corporation may discontinue service by proper notice to the Utility Office. Upon changing occupancy and proper request, the meter will be read, or upon request will be "turned off". If "turned off" is requested, fees as provided in Section 1-20 will be charged.

SECTION 1-14 Water and Sewer usage and the charges therefore are the responsibility of the property owner; however, payments will be accepted from tenants. The City attempts to notify property owners of delinquent accounts of their tenants, but does not assume this responsibility. It is suggested that property owners require a deposit to cover water and sewer charges against their property. The City will hold the property owner responsible for water and sewer charges. Electric usage and the bill therefore are the responsibility of the person making application.

SECTION 1-15 The Utility reserves the right to remove a meter from any premises and substitute another meter in its place, for the purpose of testing or repairing. The Utility will on its initiative undertake to test and correct any meter , which in its judgment is registering incorrectly without the consent of the consumer .

SECTION 1-16 Meters must be kept freely accessible to meter readers and other authorized personnel of the City and must not be permitted to become covered with or obstructed by rubbish or other materials, regardless of where such meters are located. Notices will be sent to violators. When meters are placed inside of the customer's building and the meter is damaged due to freezing temperatures or other causes it shall be replaced at the expense of the property owner .

SECTION 1-17 Upon request from an owner or consumer, and payment of a \$10.00 test charge, the Utility will remove a domestic meter to the meter shop for testing purposes. The fee for other sizes will be on an hourly basis for time involved. If upon examination and test, it is found the meter registers outside the tolerance limits of the following percentages: 3% over or under on a 5/8" meter on flows from one (1) to twenty (20) gallons per minute; 6% over or under on all other types and sizes of meters on flows from low to high; the meters shall be considered inaccurate, the fee refunded, and a new meter installed.

GENERAL, con't.

For electric meters, the testing will be done at the customer's location if possible. If it is found the meter registers outside the tolerance limits of 3% over or under, then the meter shall be considered inaccurate and the testing fee of \$10.00 shall be refunded. If the meter cannot be adjusted to register within the tolerance limits of 0.5%, then the meter shall be replaced.

SECTION 1-18 If a meter fails to register, the consumption will be estimated on the basis of consumption for a period when service was supplied under similar conditions and was correctly metered.

SECTION 1-19 In case it becomes necessary to "turn off" any utility because of any violation of any Rules and Regulations of the Municipal Utility System, or if the City is called to "turn off" a utility because of a leak or repairs on a customer's line, a charge as provided in the appropriate rate schedule will be made.

SECTION 1-20 Effective January 6, 1997, the following Utility Turn-On and Turn-off Charges will apply when:

1. Turn-off or turn-on is due to non-payment of utility bills.
2. The residence is used on a seasonal basis by the consumer.

Turn-on or turn-off, 8:00 A.M. -5:00 P.M. During normal working hours (Mon. .Fri.)	\$15.00
Turn-on or turn-off after 5:00 P.M. (Weekdays), Weekends, or Holidays	\$50.00

No charge will be made during normal working hours for customers moving in, moving out, or moving to another location within the City of St. Marys service area, or for repairs. There will be a charge of \$ 20.00 for emergency turn- off or turn-on after normal working hours (i.e. water service break, etc.). (1-6-97 - MLW)

SECTION 1-21 Whenever in these Rules and Regulations it is stated that notice will be given the consumer, it signifies that notice left or sent to the premises where service is consumed shall be sufficient notification.

SECTION 1-22 The Municipal Utility System tries to give proper notice of utility charges, but cannot guarantee the delivery of utility charges. Owners buying or selling properties should see that proper transfer of ownership is made at the Office of Municipal Utility System and utility charges paid to date of transfer of title. The Municipal Utility System will make every possible effort to collect utility charges or assessments as promptly as the nature of its business permits, but no consumer or owner of property shall be relieved from the obligation of unpaid utility bills or assessments that are unpaid through failure of the Municipal Utility System to make collections as provided by its Rules and Regulations.

GENERAL, con't.

SECTION 1-23 When a swimming pool is filled by City personnel, the customer shall be charged for cost of water, labor, and pumper/tanker (if used). (See Section 9.03 of the City of St. Marys Fire Department General Orders -Standard Operating Procedures.) (11-13-98 - MLW)

SECTION 1-24 These Rules and Regulations shall be modified, or added to at any time as deemed necessary to protect the Municipal Utility Systems of the City of St. Marys, Ohio.

SECTION 1-25 When a bad check is returned from the bank for any reason, a \$15.00 fee will be assessed to the account for which the check was written.

UTILITY BILL AND UTILITY DEPOSIT PAYMENTS

The person who issued the check will be notified in writing and given 24 hours to redeem the check and pay the \$15.00 charge. Utility service will be discontinued if payment in full is not received within the 24 hour period. If service is discontinued, the applicable turn-on/turn-off charges as listed in Section 1-20 will be made at the time service is restored. If the check is still not redeemed after service has been discontinued, the bad check will be turned over to the Auglaize County Prosecutor's Office for collection. (1-6-97 - ML W)

ALL OTHER PAYMENTS

The person who issued the check will be notified in writing and given 24 hours to redeem the check and pay the \$15.00 charge. If the check is still not redeemed after 24 hours, the bad check will be turned over to the Auglaize County Prosecutor's Office for collection.

## **ELECTRICAL UTILITY**

SECTION 4-1 In accordance with Chapter 1325: Electrical Regulations of the Codified Ordinances of St. Marys, the National Electric Code has been adopted by the City of St. Marys. The Code is adopted and incorporated as fully as if set out at length herein. The areas covered by the current National Electric Code, however, are considered to be the minimum requirements for performing electrical work and the materials used.

SECTION 4-2 The City of St. Marys requires a minimum service entrance of 100 Amps. The meter base is to be installed in a location approved by the St. Marys Electrical Department. The height of the meter base will be 5-6 feet above final ground elevation.

SECTION 4-3 The length of conductors from load-side of meter to the service disconnect shall not exceed 11 feet.

SECTION 4-4 The minimum size electrical wiring permitted for use is 12-2 grounded wire. All other wire sizes used shall be in accordance with the National Electric Code. The only exceptions to the above wire size requirements shall be: door bells, intercoms, and water meter remote reader hookups.

SECTION 4-5 All residential dwelling units not covered by State Electrical inspection shall have the electrical system grounded by use of a ½ inch rod or ¾ inch pipe, eight feet in length, and ground wire shall be a minimum of #6 copper. Electrical grounds shall not be connected to any waterline.

SECTION 4-6 Further rules, regulations, and requirements for the connection to, or the use of the Municipal Electric Utility, as well as material specifications and construction standards may be promulgated by the Director of Public Service and Safety.

SECTION 4-7 The Director of Public Service and Safety shall establish standards of inspection and shall require approval, either by himself or his delegate, of any project and projects connected to the Municipal Electric Utility.

SECTION 4-8 The applicable sections of SECTION 1, GENERAL of the Rules and Regulations Governing the Use of Municipal Utilities are also incorporated in this Section as if fully set out at length herein.

SECTION 4-9 Temporary electrical service may be granted for all new construction only after an Electrical Permit has been applied for and received. Each temporary construction service granted shall be used only for the structure shown on the electrical permit.

Approved by Electrician's Examining Board,  
City of St. Marys, Ohio

CODIFIED ORDINANCES OF ST. MARYS

PART THIRTEEN - BUILDING CODE

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TITLE ONE - Technical Codes Adopted  
Chap. 1305. National Electrical Code.  
Chap. 1309. Ohio Plumbing Code.

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CHAPTER 1305  
National Electrical Code

1305.01 National Electrical Code adopted;  
compliance.

1305.02 File and distribution copies.  
1305.99 Penalty.

CROSS REFERENCES

Power to license electricians - see Ohio R.C. 715.27

Adoption of technical codes - see Ohio R.C. 731.231

Electrical fences prohibited - see GEN. OFF. 521.07

Electrical regulations - see BLDG. Ch. 1325

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1305.01 NATIONAL ELECTRICAL CODE ADOPTED; COMPLIANCE.

Under the provisions of Ohio R.C. 731.231, there is hereby adopted by the City, and incorporated as if fully set out herein, for the purpose of prescribing basic minimum provisions considered necessary for the safety of persons and of buildings and their contents from hazards arising from the use of electricity for light, heat, power, radio, signaling and for other purposes, that certain code known as the National Electrical Code, 1981 edition, recommended by the National Fire Protection Association. All electrical equipment and the installation thereof shall conform to the provisions of the National Electrical Code as adopted herein.

1305.02 FILE AND DISTRIBUTION COPIES.

A complete copy of the National Electrical Code as adopted herein is on file with the Council Clerk for inspection by the public and also on file in the Auglaize County Law Library. The Council Clerk has copies available for distribution to the public at cost.

**1305.99 PENALTY.**

Whoever violates any of the provisions of this chapter or of the National Electrical Code as adopted herein is guilty of a minor misdemeanor. Each day on which a violation occurs or continues shall be deemed a separate offense.

CHAPTER 1325  
Electrical Regulations

1325.01 Administration and scope.	1325.08 Electrical standards.
1325.02 License required.	1325.09 Permit required for electrical work.
1325.03 Electricians Examining Board.	1325.10 Requirements for electrical permits.
1325.04 Examination fee.	1325.11 Enforcement.
1325.05 Electrician's bond.	1325.99 Penalty.
1325.06 Expiration and revocation of license; renewal fee.	
1325.07 License untransferable.	

CROSS REFERENCES

Power to license electricians - see Ohio R.C. 715.27  
National Electrical Code - see BLDG. Ch. 1305

1325.01 ADMINISTRATION AND SCOPE.

(a) The administration and enforcement of this chapter shall be the duty of the Director of Public Service and Safety, who is authorized to take such action as may be reasonably necessary to enforce the purposes of this chapter. Such persons may be appointed and authorized as assistants or agents of the Director as he deems necessary.

(b) The provisions of this chapter shall apply to and govern electrical work as defined in this chapter, including the practice, materials and fixtures used in the installation, maintenance, extension and alteration of any circuits for light, heat, power, radio, signaling and other purposes. (Ord. 2136. Passed 3-13-67.)

1325.02 LICENSE REQUIRED.

(a) Electrician's License. No individual shall engage in the business of electrician in the City unless licensed as an electrician under the provisions of this chapter.

(b) Supervision of Work. No individual, firm, partnership or corporation shall engage in the business of installing, repairing or altering electrical circuits unless the electrical work performed in the course of such business is under the direct supervision of a licensed electrician. (Ord. 2136. Passed 3-13-67.)

1325.03 ELECTRICIANS EXAMINING BOARD.

(a) Board Personnel. There is hereby established an Electricians Examining Board to consist of not fewer than four members. One member shall be the City Electrician, one member shall be an electrician, and two members shall represent the public. The members of the Board shall be appointed by the Mayor.

(b) Meetings. The Board shall hold its first meeting not later than thirty days following the adoption of this chapter. Thereafter, the Board shall meet at such intervals as may be necessary for the proper performance of its duties.

(c) Examination and Certification. The Board shall establish standards and procedures for the qualifications, examinations, and licensing of electricians and shall issue an appropriate license to each person who meets the qualifications therefore and successfully passes the examination given by the Board. The Board shall administer such examination and issue an appropriate license, providing the individual qualifies and passes the examination within five days of the receipt of an application therefore.

(d) Re-examination. Any person who fails to pass an examination as prescribed by the Board may apply for re-examination after the expiration of thirty days upon payment of the regular examination fee. (Ord. 2004-06. Passed 4-12-04.)

#### 1325.04 EXAMINATION FEE.

Any person desiring to be licensed as an electrician shall make written application to the Electricians Examining Board. Examination fee shall be ten dollars (\$10.00), payment of such to accompany the application. Examination fees are not returnable. (Ord. 2136. Passed 3-13-67.)

#### 1325.05 ELECTRICIAN'S BOND.

A person who has been issued an electrician's license shall execute and deposit with the Auditor a bond in the sum of two thousand dollars (\$2,000), such bond to be conditioned that all electrical work performed by the licensee or under his supervision shall be performed in accordance with the provisions of this chapter and that he will pay all fines and penalties properly imposed upon him for violation of the provisions of this chapter. An electrician's license shall not be valid unless a bond is executed and deposited as herein provided.

#### 1325.06 EXPIRATION AND REVOCATION OF LICENSE, RENEWAL FEE.

(a) All licenses issued by the Electricians Examining Board shall expire on December 31 of the year in which issued but may be renewed upon payment of a ten dollar (\$10.00) fee. If a license has not been renewed within twelve months of its expiration date, the licensee must pass an examination as per Section 1325.03(c).

(b) The Board may revoke any license if obtained through nondisclosure, misstatement or misrepresentation of a material fact, or if the licensee has violated any provision of this chapter. Before a license may be revoked, the licensee shall have notice in writing, enumerating the charges against him, and be entitled to a hearing by the Board not sooner than five days from receipt of the notice. The licensee shall be given an opportunity to present testimony, oral or written, and shall have the right to cross-examination. All testimony shall be given under oath. The Board shall have power to administer oaths, issue subpoenas, and compel the attendance of witnesses. The decision of the Board shall be based on the evidence produced at the hearing and made part of the record thereof. A person whose license has been revoked shall not be permitted to apply within one year from date of revocation. (Ord. 2004-06. Passed 4-12-04.)

#### 1325.07 LICENSE UNTRANSFERABLE.

No person who has obtained an electrician's license shall allow his name to be used by another person either for the purpose of obtaining permits, or for doing business or work under the license. Every person licensed shall notify the Board of the address of his place of business, in any, and the name under which such business is carried on and shall give immediate notice to the Board of any change in either.

(Ord. 2136. Passed 3-13-67.)

#### 1325.08 ELECTRICAL STANDARDS.

(a) The National Electrical Code by Section 1305.01 governs all installations, repairs and alterations of electrical work performed in the City.

(b) In the case of discretionary actions and determinations of the Electricians Examining Board, the relevant facts shall be considered and determinations made in the exercise of reasonable discretion and all such determinations shall be final in the absence of abuse of discretion. (Ord. 2136. Passed 3-13-67.)

#### 1325.09 PERMIT REQUIRED FOR ELECTRICAL WORK.

(a) Issuance of Permit. No electrical work, unless excepted herein, shall be undertaken prior to the issuance of a permit therefore by the Safety-Service Director.

(b) Exception. Any permit required by this chapter may be issued to any person to do any work regulated by this chapter in a single-family dwelling used exclusively for living purposes including the usual accessory buildings and quarters in connection with such building, provided the person is the bona-fide owner of such dwelling and that the same will be occupied by the owner and that the owner shall personally purchase all material and perform all labor in connection therewith.

(c) Application for Permit. Application for permit shall be made on suitable form provided by the Director.

(d) Fees.

Service entrance, new or replacement	\$5.00
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Minimum fee to accompany application	\$5.00
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(Ord. 2004-06. Passed 4-12-04.)

#### 1325.10 REQUIREMENTS FOR ELECTRICAL PERMITS.

(a) Plans and Specifications. No permit shall be issued until plans and specifications showing the proposed work in necessary detail have been submitted to the Director of Public Service and Safety. If a permit is denied, the applicant may submit revised plans and specifications without payment of an additional fee. If, in the course of the work, it is found necessary to make any change from the plans and specifications on which a permit has been issued, amended plans and specifications shall be submitted and a supplementary permit, subject to the same conditions applicable to original application for permit, shall be issued to cover the change. (Ord. 2136. Passed 3-13-67.)

(b) Exceptions. Repairs, replacements and additions in existing buildings may be made without a permit, provided, no changes are necessary in the service drop or service lateral and/or the service equipment panel box is not replaced. Permits for new commercial, industrial, and four family or more dwelling units are not required for each room, however, a permit is required for the service entrance. (Ord. 2315. Passed 3-27-72.)

(c) Rules and Regulations. The Director shall make such rules and regulations in furtherance of the purpose of this chapter and not inconsistent with the specific provisions of this chapter, for the installation, repair or alteration of equipment or fixtures not covered by this chapter as may be deemed necessary to properly protect the electrical system. (Ord. 2136. Passed 3-13-67.)

#### 1325.11 ENFORCEMENT

(a) The Director of Public Service and Safety shall enforce the provisions of this chapter and make the inspections and tests required there under.

(b) The Director, or his authorized representative, shall, after proper identification, have the right to enter any premises for the purpose of inspecting any electrical system at such times as may be reasonably necessary to protect the public health and/or safety.

(c) Work shall not be covered or concealed until the Director or his representative has made inspections as provided for in this chapter. (Ord. 2004-06. Passed 4-12-04.)

#### 1325.99 PENALTY

Whoever violates any provision of this chapter is guilty of a minor misdemeanor. (Ord. 75-45. Passed 9-8-75.)