

CHAPTER 17

ELECTRICAL CODE

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17.01 **STATE CODE ADOPTED**. The Wisconsin Administrative Code, Rules of Electrical Code, Volume 2; the Wisconsin Administrative Code, Rules of Industry, Labor, and Human Relations, Illuminations Code; and the Wisconsin Administrative Code, Chapter ILHR 17, Subchapter IV - Certification of Master Electricians are hereby acknowledged as being effective in the City of Green Bay and shall be enforced by the appropriate City officials and employees. This chapter does not apply to work done in compliance with the Wisconsin Administrative Code, Rules of Electrical Code, Volume I.

17.02 **PURPOSE**. The purpose of this code is the practical safeguarding of persons and property from hazards arising from the use of and installation of electrical equipment and apparatus.

17.03 **DEFINITIONS**. (1) **ALTER OR ALTERATIONS**. To make changes in electrical equipment previously operating.

(2) **APPRENTICE**. A person who has signed a contract with the State Apprenticeship Committee with intent of becoming a journeyman.

(3) **AUTHORIZED SIGNATURE**. The person qualified under this code to install, alter, or maintain electrical equipment and who is responsible for the work included on the permit.

(4) **CERTIFICATE OR LICENSE**. Issued by the City to give authorization to a person or firm as indicated on the certificate and defined or explained in this code.

(5) **CONTRACTOR'S LICENSE**. A certificate issued to a person or firm that permits them to undertake the responsibility to install, alter, or maintain electrical equipment in compliance with §17.07, Green Bay Municipal Code.

(6) **ELECTRICAL EQUIPMENT**. Material and apparatus required to operate or control electrical power.

(7) **INDUSTRIAL ELECTRICIAN**. A person who meets the qualifications set forth in §17.11, Green Bay Municipal Code.

(8) **INSPECTION**. To observe or check that electrical equipment is in compliance with the standards set forth in this code. May be static or dynamic, visual or with meters.

(9) **JOURNEYMAN**. A person who meets the qualifications set forth in §17.10, Green Bay Municipal Code.

(10) **LICENSE**. See **CERTIFICATE**.

(11) **MAINTAIN**. To be responsible for the upkeep of existing electrical equipment.

(12) **MAINTENANCE LICENSE**. A certificate issued to a person or firm that employs people to maintain electrical equipment owned and operated by such person or firm.

(13) **MASTER**. A person who meets the qualifications set forth in §17.09, Green Bay Municipal Code.

(14) **MAY**. Used when substitutions are permitted as opposed to "shall".

(15) **REINSPECTION**. Any inspection required to check conformance with this code after two

inspections have been performed.

(16) **SHALL.** As defined in the National Electrical Code, 110-1 "Mandatory".

(17) **TRAINEE.** A person who is employed by a person or firm and being instructed and trained to become a journeyman.

17.04 **ELECTRICAL INSPECTORS.** (1) **CHIEF ELECTRICAL INSPECTOR (CEI).** The CEI shall have six years experience, hold a valid master or journeyman license, and have the education and training necessary to inspect electrical equipment and installations and to supervise the Division.

(2) **ADDITIONAL ELECTRICAL INSPECTORS.** Additional City electrical inspectors may be employed to carry out the duties of the Department. They shall have six years experience in the field or its equivalent and hold a valid master or journeyman license. They may be appointed deputy electrical inspectors.

(3) **PRACTICES PROHIBITED.** No person employed in this Division shall be in the electrical business or have a financial interest in a firm that is engaged in the installation, maintenance, design, or layout of electrical equipment.

(4) **DUTIES.** The CEI shall: (a) Supervise all work done within the City under the provisions of this chapter and shall faithfully enforce all laws, ordinances, and rules in relation thereto.

(b) Regulate and inspect electrical wiring installations to minimize fires, accidents, or injury to persons or property.

(c) Inspect, during normal working hours or by appointment, work for which permits are issued.

(d) Deny the connection of power to equipment when, in the inspector's judgment, such equipment is not in compliance with this code.

(e) Enter any existing properties at any reasonable hour or by appointment to fulfill the duties herein set forth. The inspector shall notify the owner, who shall be responsible for the correction or removal of defective or improperly installed equipment.

(f) If, in the judgment of the inspector, electrical equipment is an immediate hazard, the CEI or designee has the right to cause the power to be disconnected until such time as the deficiencies are corrected.

(g) Administer examination for required licenses.

(h) Issue and maintain records of City permits issued to contractors as defined in §17.07, Green Bay Municipal Code, or to homeowners as defined in §17.17, Green Bay Municipal Code, in accordance with fees listed in §17.14, Green Bay Municipal Code.

17.05 **ELECTRICAL BOARD.** (1) The Board shall be composed of seven members appointed by the Mayor and confirmed by the Common Council for three-year terms beginning the third Tuesday in April. One-third of the members shall be appointed each year. The Board shall be composed of one alderman; two licensed contractors, each of whom shall hold a master's license from the City; two journeymen, each of whom shall hold journeyman licenses issued by the City and are not employees of, members of, nor related to members of the Board; one industrial electrical engineer; and one electrical engineer employed by the local electrical utility. The Board shall elect one of its members as chairman. The

CEI shall act as recording secretary, with no vote, and shall keep the minutes of all meetings and hearings.

(2) DUTIES. The Board shall: (a) Hold at least two meetings each year or upon call by the Common Council.

(b) Determine eligibility as set forth in this chapter for applicants of master's, journeyman, or industrial electricians to take exams.

(c) Certify examinations and procedures for licenses issued hereunder. The Board may delegate its authority in (b) above to the CEI.

(d) The Board shall adopt rules and regulations authorized by this chapter and may recommend changes and amendments to this chapter. It shall be the appeals board as required by Chapter 68, Wis. Stats., as to the decisions of the CEI and shall conduct the investigations and hold public hearings with proper notice to all parties involved for the suspension or revocation of licenses issued under this chapter. Three members shall constitute a quorum.

(e) All communications and proposed changes to the Electrical Code shall be referred to the Electrical Board for review and recommendation.

17.06 **LICENSE REQUIRED.** (1) No person shall conduct the business of wiring, construction, or contracting unless such person shall have a license as required by this chapter.

(2) Applicants for licenses which require an examination shall submit the necessary forms to the CEI.

(a) Examinations will be administered no later than 30 days after the application is approved by the Board.

(b) Notification of the results shall be forwarded to the applicant no later than 15 days after the examination.

(c) An applicant who achieves a test grade of less than 50 percent after three examinations shall take a course approved by the Board to improve knowledge of the Electrical Code and submit proof of same prior to being re-examined by the City.

(d) Applicants who fail the examination shall not be retested in less than 90 days.

17.07 **CONTRACTOR'S LICENSE REQUIREMENTS.** The person or firm engaged in the business of installing, altering, or maintaining electrical equipment shall hold a valid contractor's license requiring the licensee to:

(1) Maintain public liability insurance, including products-completed operations, with bodily injury and property damage limits of at least \$500,000 per occurrence and \$500,000 aggregate. The insurance policy shall be issued by an insurer licensed to do business in Wisconsin, and a certificate of such insurance shall be filed with the Insurance Department. All insurers shall send a copy of any notification of termination required by §631.36, Wis. Stats., to the Green Bay Insurance Department at the same time such notice of termination is sent to the insured. Such notice of cancellation or reduction of insurance shall automatically suspend the contractor's certification, and no further permits shall be issued until a new insurance certificate has been filed with the Insurance Department.

(2) Pay the required fees as set in §17.14, Green Bay Municipal Code.

(3) Maintain within the State a place of business that can be reached by phone during normal working hours.

(4) The contractor, or at least one full-time employee [as defined in ILHR 17.05(12), Wis. Admin. Code] of the contractor, must be certified by DILHR as a State-certified electrician or hold a City of Green Bay master electrician's license as defined in §17.09(2), Green Bay Municipal Code. This person must hold a current State-certificate or City master electrician's license and is not allowed to be named on more than one municipal electrical contractor's license application. Only a State-certified or City master electrician may sign electrical permits. This person must have a copy of his/her current certificate on file with the City Inspection Department.

17.08 **MAINTENANCE LICENSE**. A manufacturing plant or commercial firm that is responsible for maintenance of existing equipment owned and operated by such firm shall obtain a maintenance license requiring the licensee to:

(1) Employ a master, journeyman, or industrial electrician as set forth herein.

(2) Pay the required fee in §17.14, Green Bay Municipal Code.

(3) Notify inspector of any major alterations.

(4) At least twice a year contact the CEI to make an appointment so a general inspection can be completed.

(5) This license is valid only on property owned by such firm.

17.09 **MASTER'S LICENSE REQUIREMENTS**. A person responsible for the installation of electrical equipment shall hold a valid master's license which can be obtained by complying with the following requirements:

(1) State of Wisconsin certification as a master electrician.

(2) A City of Green Bay master electrician's license issued prior to the adoption of the State-certification program that has been kept current by the payment of fees required by §17.14, Green Bay Municipal Code (if applicable).

17.10 **JOURNEYMAN'S LICENSE REQUIREMENTS**. (Amd. GO 38-95) A person qualified to install electrical equipment under the supervision of a master shall hold a valid journeyman's license which can be obtained by complying with the following requirements:

(1) State of Wisconsin certification as journeyman electrician;

(2) A City of Green Bay journeyman electrician's license issued prior to the adoption of the State Journeyman Certification Program that has been kept current by the payment of fees required by § 17.14, Green Bay Municipal Code (if applicable).

17.11 **INDUSTRIAL LICENSE REQUIREMENTS**. (1) That person designated by the employer as the employee responsible for the maintenance or repair of wiring, fixtures, or equipment on the premises of the employer, shall hold an industrial license obtained by complying with the following

requirements:

- (a) Practical experience in electrical work as a full-time occupation for not less than three years.
- (b) A passing grade on an industrial examination approved by the Board.
- (c) Payment of the fee required by §17.14, Green Bay Municipal Code.

(2) A person who has been issued an industrial license may exercise the privileges of such license for subsequent employers subject to the approval of the Electrical Board.

17.12 **APPRENTICE OR TRAINEE**. No apprentice or trainee shall install, alter, or maintain electrical equipment except under direct or strictly reviewed supervision of a licensed electrician. **NOTE:** A person who is not knowledgeable has no idea of the hazards that can create. Therefore, the apprentice or trainee must have direct supervision such as a licensed electrician on the job or be strictly reviewed; that is, to have a licensed electrician visually inspect each job the apprentice or trainee has done.

17.14 **PERMITS AND FEES**. (1) No work shall start until an electrical permit is obtained from the CEI.

(2) Permits may be obtained locally or from the CEI and require:

- (a) The address at which work is being done.
- (b) The owner's name.
- (c) Contractor's name.
- (d) Amount of fee.
- (e) General description of work.
- (f) Signature of a person authorized by this chapter.

(3) Fees for permits issued under this section shall be as established by resolution of the Common Council.

(4) Fees for examinations shall be as established by resolution of the Common Council.

(5) License fees shall be established by resolution of the Common Council for the following:

- (a) Contractor's License.
- (b) Master's License.
- (c) Journeyman's License.
- (d) Electrical Maintenance License.
- (e) Industrial License.

(6) **FAILURE TO OBTAIN A PERMIT.** If an application for an electrical permit has not been obtained prior to the commencement of a job, the applicable permit fee shall be doubled. In case of emergencies, the permit fee will not be doubled if the contractor obtains the electrical permit within one working day after the start of work.

17.15 **INSPECTIONS.** (1) **ROUGH INSPECTIONS.** All wiring systems covered under this code which are to be covered or hidden within the building shall be inspected before concealment.

(2) **SERVICE INSPECTIONS.** When a wiring system is to become energized, it shall first be approved by an electrical inspector.

(3) **FINAL INSPECTIONS.** Prior to occupancy, a general inspection of all equipment shall be required.

(4) **NOTICE.** A 48-hour notice, or two working days, whichever is longer, shall be given to the CEI prior to any inspection.

(5) **APPROVAL REQUIRED.** Work shall not continue until the required inspections are made and approval is granted.

17.16 **NEW SINGLE-FAMILY CONSTRUCTION.** All new single-family residential construction requires the electrical work to be done by an electrical contractor licensed in the City of Green Bay.

17.17 **HOMEOWNERS.** (1) A homeowner may install wiring in the homeowner's own home provided, in the opinion of the CEI,:

- (a) The homeowner is reasonably knowledgeable of such work.
- (b) The person discusses the construction procedures and plans with the inspector.
- (c) The work is done on a one-family dwelling.
- (d) The person occupies the dwelling at the time the work is being done.

(2) The signature on the permit shall be that of the person or the owner who shall do the work or the person's child, parent, or spouse.

(3) Any alterations to service entrance equipment must be done by an electrical contractor licensed in the City of Green Bay.

17.18 **EXEMPTIONS.** The following shall be exempt from provisions of this code:

- (1) Federal, State, and County-owned buildings.
- (2) Green Bay Metropolitan Sewerage District.
- (3) Traffic signal equipment.
- (4) Railroad equipment.

- (5) Telephone equipment.
- (6) Cable TV equipment.
- (7) Radio and signal equipment.
- (8) Burglar and fire alarms not required by Wisconsin Administrative Code and operating at 24 volts or less.
- (9) Installations in §90-2(b), Vol. 2 of the National Electrical Code.
- (10) Work performed under the supervision of the Director of Public Works, excluding new buildings and/or major alterations. **NOTE:** Subsections (3) - (8) may require services, feeders, or a power supply which is covered by this code.
- (11) Manufacturing machinery and specific processing equipment as defined in §70.11(27), Wis. Stats.

17.19 **ADDITIONAL CONSTRUCTION REQUIREMENTS.** (Amd. GO 44-95)

- (1) Wiring shall be installed in raceways approved by the City for all service entrance conductors or service lateral conductors to connect electrical service to a building.
- (2) If a new service is installed in an existing building, the final construction shall provide not less than:
 - (a) Two appliance circuits serving the kitchen receptacles.
 - (b) One appliance circuit serving the laundry room.
 - (c) One circuit for the heating equipment.
- (3) All exposed wiring that does not comply with the current code shall be removed and replaced with wiring approved by the CEI.
- (4) Deleted per GO 36-00.

17.20 **CITY NOT LIABLE.** This chapter shall not relieve or lessen the responsibility or liability of any party owning, operating, controlling, or installing any electrical equipment for injuries or property damage caused by defects therein, nor shall the City or any City employee assume any liability by reason of the inspection authorized herein, or the certificate of inspection issued as herein provided.

17.21 **GENERAL PENALTY.** Any person found to be in violation of a provision of this chapter or any rule, regulation, or order made hereunder shall be subject to a forfeiture of not less than \$10 nor more than \$500. Each day the violation continues shall constitute a separate offense.