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Board of Electrical Examiners

RULES & REGULATIONS

A Master Electrician must be: (1) an owner of at least fifty-one (51) percent of the voting stock of a partnership, corporation, or other business entity; or (2) a full-time employee, working at least thirty-five hours per week for the company that is listed as the licensee. If the licensee leaves the employment of said company, all jobs filed under that license must be closed out or transferred to another licensed electrician. However, nothing herein shall be construed to prohibit the use of a license by the holder thereof for or on behalf of a partnership, corporation or other business association.

No license shall be granted to any company, firm or corporation.

A company, firm or corporation may be represented by more than one duly licensed master electrician at any one time, however, no duly licensed electrician shall represent more than one firm, company or corporation at any one time in Putnam County.

Vehicle decals, furnished by the Electrical Board, shall be affixed to the exterior rear of each vehicle used for business purposes. Decals shall be renewed yearly with licensure.

All business vehicles shall, as a minimum requirement, prominently display on both sides in the panel area the company name or the d/b/a that is registered with Putnam County in lettering no smaller than two inches high.

When using sub-contractors, the sub-contractor must be properly licensed by Putnam County.

Electrical work must be filed for inspection prior to the work being performed. In cases of emergency, the license holder must notify the Electrical Board Office of the date, location, scope of work and name of company performing the emergency.

Purpose of Inspections: All inspections are conducted by an independent inspection service and are performed for the protection and promotion of public safety, health and welfare. The inspections are made solely for the public benefit and are not to be construed as providing any warranty of construction to individual members of the public.

Electrical maintenance must be filed with the Office of the Electrical Board. The maintenance application will run January 1st to December 31st no matter when filed during the calendar year.

Inspections filed with an inspection agency must be completed by that same inspection agency to issuance of the electrical certificate of compliance.

A licensee may not begin work on another licensee's work unless all required changes have been made to the electrical permit. A letter addressed to the Electrical Board from the homeowner is required to release the electrician from a filed job. This letter releases the electrician from the permit only. The letter does not release the parties from any legal issues.

Failure of a Master Electrician, Special Electrician or Limited Data Communications Technician to meet and maintain the insurance requirements will result in suspension proceedings of that individual's license pursuant to Section 145-18.

Examples of proof of electrical experience in order to qualify for taking the Electrical License Examination are, but not limited to, any of the following:

- 1.) W-2 forms
- 2.) 1040 forms
- 3.) Business tax statements
- 4.) Notarized business records
- 5.) Notarized statements of hours worked from Benefit Funds on fund letterhead
- 6.) Social Security records
- 7.) Certified copies of licenses held
- 8.) Copies of electrical certificates of compliance
- 9.) Notarized statements and letters from employers and/or master electricians on company letterhead

including the following:

Residential:	detailed description of work performed
Commercial:	list name of company and location of job detailed description of work performed
Industrial (optional):	list name of company and location of job detailed description of work performed
Dates of employment	

Adopted 4/15/2011