

Laws
Of
Rockland County

State of New York



Chapter 250

Relating to

Licensing of
Master Electricians
in the County of Rockland

County of Rockland
Board of Electrical Examiners
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CHAPTER 250. ELECTRICIANS AND ELECTRICAL INSPECTIONS

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[HISTORY: Adopted by the Rockland County Legislature as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Home improvement contractors See Ch. 286.

Plumbers; heating and cooling contractors See Ch. 319.

Article I. Licensing of Electrical Contractors

[Adopted 2-21-1967 by L.L. No. 11-1967; amended in its entirety 12-18-2012 by L.L. No. 12-2012]

250-1. Findings.

The Legislature of the County of Rockland hereby finds that there is a danger to life and property inherent in the use of electrical energy, that the loss of life and property can be caused by the defective installation and repair of electrical wiring and that such loss of life and property can be prevented if the installation and repair of electrical wiring is undertaken by persons with experienced training in the business of installing, altering or repairing wiring and appliances for electric light, heat, power or signaling systems.

250-2. Definitions.

As used in this article, the following terms shall have the meanings indicated:

APPLICANT

The qualifying individual applying for the license.

BOARD

The Board of Electrical Examiners created by this article.

DIRECTOR

The Director of Consumer Protection.

ELECTRICAL CONTRACT

A written agreement between a contractor and an owner or between a contractor and a tenant for the performance of electric work, which includes all labor, services and materials to be furnished and performed thereunder.

ELECTRICAL CONTRACTING ESTABLISHMENT

Any shop, establishment, place or premises where the electrical business is carried on.

ELECTRICAL CONTRACTOR

Includes any person, partnership, limited partnership, limited-liability company, or corporation which engages in or carries on the business of installing, erecting, altering or repairing, for the public at large, electrical wiring, apparatus, fixtures, devices, appliances and equipment utilized or designed for the utilization of electricity for light, heat or power purposes or for signaling systems operating on 50 volts or more under the supervision of a master electrician.

EXAMINER

A person employed by the County and designated by the Board to exercise or to discharge, as directed by the Board, the authority or the duties established by this article or by the Board pursuant to this article.

HOMEOWNER

Any homeowner, tenant or any other person who orders, contracts for or purchases the electrical services of a contractor, or the person entitled to the performance of the work of a contractor pursuant to an electrical contract.

LICENSEE

A person permitted to engage in the electrical contracting business under the provisions of this article.

MASTER ELECTRICIAN

A person who has met all the requirements of the Board of Electrical Examiners, including a passing grade on the master electrician exam.

PERSON

An individual. All references to the masculine gender shall be interpreted to include the feminine gender.

SECRETARY

An employee of the Board of Electrical Examiners.

SHELVE

The voluntary placement by an individual of his County of Rockland master electrician license in an inactive status. An individual with a shelved license shall be unlicensed. This individual shall not maintain, conduct, operate, advertise, engage in or transact a business as a master electrician in the County of Rockland.

SUPERVISOR OF WORK

A master electrician (1) who is an electrical contractor, or (2) who is a partner in a partnership that is an electrical contractor, or a general partner in a limited partnership that is an electrical contractor, or a managing member of a limited-liability company that is an electrical contractor, or an officer of a corporation that is an electrical contractor, or (3) who is a bona fide employee of such electrical contractor. The Supervisor of the work must be available to inspect the work of his employees.

THE CODE

The title of this code shall be NFPA 70, National Electrical Code® of the National Fire Protection Association. The short title of this code shall be the NECA® in its most current edition.

250-3. License required.

On or after the effective date of this article, no person shall engage in, carry on or conduct the business of an electrical contractor within the County of Rockland unless licensed therefor pursuant to this chapter or unless employed by a person so licensed. On or after the effective date of this chapter, no partnership, limited partnership, limited-liability company, or corporation shall engage in, carry on, or conduct the business of an electrical contractor within the County of Rockland unless it is specified as the "holder of the license" of a master electrician pursuant to § 250-6, of this chapter; in the case of a partnership, the partnership shall be evidenced by a written partnership agreement. On or after the effective date of this chapter, no persons or other entities may participate in a joint venture involving the business of an electrical contractor in Rockland County unless each participant in the joint venture is, pursuant to this chapter, licensed or specified as a holder of a license.

250-4. Board of Electrical Examiners.

- A. There is hereby created a Board of Electrical Examiners consisting of 11 members, hereinafter referred to as the "Board." The members of such Board shall be residents of the County and shall be appointed by the County Executive subject to confirmation by the Rockland County Legislature, and shall serve at the pleasure of the County Executive. The members so appointed shall be persons with experienced training in the field of electrical installations.
- B. The membership of the Board shall at all times provide for representation by at least one resident of each of the several towns in Rockland County, and five members at large, exclusive of the legislative member.
- C. The Chairman of the Legislature of the County of Rockland shall designate a member of the Board of Electrical Examiners to act as Chairman thereof, or, on failure so to do, the Board shall elect a Chairman from its own members.
- D. A majority of the Board shall constitute a quorum for the transaction of business.

- E. Compensation to be paid to the members of the Board of Electrical Examiners, if any, shall be determined by the County Legislature.
- F. Members of the Board shall be required to attend 60% of all regular meetings scheduled by the Board in the calendar year, failure to do so may result in the Board submitting a letter to the County Executive recommending the member be removed for failure to attend regularly scheduled Board meetings.

250-5. Powers and duties of Board.

The Board shall have the following powers and duties in addition to those elsewhere prescribed in this chapter:

- A. To hold meetings at the call of the Chairman and at such other times as the Board may determine when necessary or desirable for the efficient discharge of the business of the Board, but not less than quarterly. All meetings of such Board shall be open to the public. The Board shall keep minutes of its proceedings, showing the vote of each member upon every question or, if absent or failing to vote, indicating such fact, and shall also keep records of its examinations and other official actions. Every rule, regulation, every amendment or repeal thereof and every decision or determination of the Board shall immediately be filed in the office of the Clerk to the Legislature of the County of Rockland and shall be a public record.
- B. To examine the qualifications and fitness of applicants for licenses under this chapter or of the representatives of such applicants designated for such purpose.
- C. To grant and issue licenses as master electricians to applicants possessing the requisite qualifications. Licenses shall be signed by the Chairman and Secretary of the Board.
- D. To suspend or revoke licenses for cause as prescribed in this chapter.
- E. To keep records of all licenses issued, suspended or revoked by it and to make such records available for public inspections, the same to be filed in the office of the Clerk to the Legislature of the County of Rockland and with the Secretary.
- F. To prepare a manual of its rules and regulations for the conduct of examinations and qualifications and to furnish copies thereof to persons desiring the same upon payment of a fee as set by the Board.
- G. To adopt rules and regulations in respect to procedure before it and in respect to any subject matter over which it has jurisdiction under this chapter or any other law, after a public hearing by the Board and subject to approval of the Rockland County Legislature. Upon adoption and approval of such rules and regulations, they shall be duly filed with the Clerk of the Rockland County Legislature and the Director.
- H. The Board shall employ experts, clerks and a secretary, subject to the appropriations that may be made therefor by the Rockland County Legislature. Said employees shall report to the Director on a day-to-day operational basis. The Rockland County Legislature is hereby authorized and empowered to make such appropriation as it may see fit for such expenses; the amount of the appropriation shall be the estimated charges and expenses, less fees, if any, collected pursuant to the licensing required by this chapter.

250-6. Licenses; renewal; fees.

- A. The Board may issue and renew a master electrician's license. Such license shall permit the licensee to engage in the business of electrical contractor or as an employee or partner or officer of an electrical contracting business within the County of Rockland for the period of one year from the date on which it was issued. A master electrician will only be entitled to possess one valid master electrician's license pursuant to this chapter for any given year. A master electrician shall supply the Board with a passport photograph every year at the time of and as a condition of the renewal of the master electrician's license. The Board shall issue each master electrician a new identification card every three years.
- B. The fee for such license shall be set forth in the rules and regulations.
- C. Each licensed master electrician shall receive from the Board one decal with his license without charge. Additional decals may be purchased for a fee to be set forth in the rules and regulations. Every electrical van, truck, utility body, bucket truck, or other vehicle used in any form of electrical contracting activity shall at all times have affixed to its back bumper a decal, which shall be so affixed immediately upon receipt from the Board.
- D. There shall be an application fee which shall be set forth in the rules and regulations for administration of tests required by the Board for persons seeking permission to do electrical work on nonattached personally owned primary residences.
- E. Every electrical van, truck, utility body, bucket truck, or other vehicle used in any form of electrical contracting activity shall at all times also have affixed to each side a sign bearing the full name of the business and either the full address or full telephone number of the business. Sign lettering and numbering shall be at least three inches in height.

250-7. Application for licenses and certificates.

- A. Every person desiring a license as a master electrician under this chapter shall make application therefor to the Board in such form and detail as the Board may prescribe and which shall be accompanied by the required fee set forth in the rules and regulations. Such application shall state, among other things, the name and address of the applicant who will take the examination for the license and who will act as supervisor of the work to be done under the license, if granted.
- B. Every master electrician desiring certificate as an electrical contractor under this chapter shall make application therefor to the Board in such form and detail as the Board may prescribe, accompanied by the appropriate fee set forth in the rules and regulations. Such application shall state, among other things, the name, address and license number of the supervisor of work, who shall be a County of Rockland licensed master electrician.

250-8. Examinations; bond and insurance.

- A. Examinations shall be in writing as the Board may determine. A complete record of every examination given shall be kept on file until three years after the date of the examination. Examinations shall be held at such times and places as the Board may fix.
- B. The applicant shall present himself for examination at the time and place specified in a notice to be given by the Board.
- C. An applicant who has failed in his first examination shall not be eligible for reexamination until three months from the date of such failure. One who fails twice or more shall not be eligible for further reexamination until at least six months have elapsed from the date of such second or subsequent failure.
- D. No license for a master electrician shall be granted and held by any person unless he shall prove to the satisfaction of the Board that he is competent and qualified to perform work. The Board may, as a condition to the granting of a license, establish a rule or regulation requiring that the applicant must have a certain number of years of experience performing work before the date of application.
- E. Any person applying for a license within one year after the effective date of this chapter who shall hold a current valid license or who shall have been continuously engaged in the business and work of an electrician in the County of Rockland for a period of five years or more preceding such effective date shall be entitled to receive a license without examination upon payment of the fee prescribed by this chapter.
- F. The Board may require an application for a license or a renewal application to be accompanied by a bond, approved as to form by the County Attorney, executed by a bonding or surety company authorized to do business in the State of New York, or cash security in an amount to be set by the Board, conditioned upon the assurance that during the term of such license the licensee will continue to comply with the provisions of this chapter, to assure that upon default in the performance of any contract, the advance payments made thereon, less the reasonable value of services actually rendered to the date of such default, or the reasonable costs of completion of the contract in the event of no completion thereof, will be refunded to the purchaser, owner or lessee with whom such contract was made. Such bond shall run to the County of Rockland for the use and benefit of any person or persons intended to be protected thereby. The filing of the required bond in the Office of the Director, preapproved as to form by the County Attorney, shall be deemed sufficient compliance with this section. The Board may require a bond at any time during the term of the license based on the licensee's performance during such term.
- G. All persons licensed pursuant to this chapter shall be required to secure liability insurance to protect all persons from personal injury and property damage that could occur, directly or indirectly, during or as a result of their work licensed by this chapter. Such liability insurance must include proof of personal liability and property damage coverage (with no exclusions for product-completed operations coverage) in such form and amount, and with such other kinds of coverage, as may from time to time be set forth in or required by the rules and regulations, along with proof of workers' compensation and disability insurance in such form and amount as may from time to time be set forth in or required by the rules and regulations. Such liability insurance shall be occurrence-based.
- H. Suspension of license.

- (1) Upon receipt of evidence that any bond required of any licensee by Subsection F or any liability, disability, or workers' compensation insurance required of any licensee by Subsection G or the rules and regulations is not in effect, the Director or his designee shall promptly issue an order suspending the license of such licensee and shall promptly mail a copy of such order by regular first class mail and by certified mail to the licensee at the licensee's address provided in accordance with this article or the rules and regulations.
- (2) The suspension shall take effect on the date specified in the order and shall remain in effect for a period of time equal to the time from the date that the bond or insurance, as the case may be, was not in effect to the date on which a subsequent insurance, as the case may be, became or will have become in effect.
- (3) Suspension not permitted.
 - (a) No order suspending any license shall be issued, or, if such order has been issued, it shall be terminated, if the Director or his designee shall determine either that the bond or insurance, as the case may be, had been erroneously determined not to have been continuously in effect or that both:
 - [1] The licensee was not aware of the fact that the bond or insurance, as the case may be, was not in effect; and
 - [2] The failure to have such bond or insurance in effect was caused solely by the negligence or malfeasance of a person other than such licensee.
 - (b) The burden of proving that the bond or insurance had been erroneously determined not have been continuously in effect, or that the licensee did not know that the bond or insurance was not in effect and that such failure to have the bond or insurance in effect resulted solely from the negligence or malfeasance of another shall be upon the licensee seeking to avoid suspension action. Such facts shall be established by clear and convincing evidence, either by the submission of affidavits or at a hearing called in the discretion of the Board. The Board may, as justice may require, terminate or modify any order suspending any license.
- (4) No order issued, and no action taken or not taken, by the Director or his designee pursuant to this Subsection H, shall be subject to appeal to the Board or to the appeal procedures specified in § 250-20 but, rather, shall be deemed an administratively final determination for purposes of judicial review.
- (5) Nothing in this subsection shall prohibit the Board from further suspending or revoking such license pursuant to § 250-9 of this article or prohibit the Director or the others specified in § 250-24 from proceeding further to enforce this article as provided in § 250-24.

250-9. Refusal, suspension or revocation of license.

- A. Any license issued hereunder may be suspended or revoked, at the discretion of the Board, after public hearing, upon due notice held, upon charges given to the licensee and an opportunity to be heard in his defense, in person or by an attorney, if the Board is satisfied that the holder of such license or any of his or its officers or employees willfully, or by reason of incompetence, have violated any provision of this chapter, any other law,

ordinance, local law, resolution or building code governing electric work or requiring permits therefor or any requirement contained in the rules and regulations of the Board and any revisions thereof. The Board shall cause the proceedings of such hearing to be electronically or otherwise recorded verbatim and permanently preserved.

- B. Any revocation under Subsection A of this section shall be for not less than one year unless otherwise specified by the appeals board pursuant to § 250-20 of this chapter.
- C. A license to conduct, operate, engage in and transact an electrical contracting business as an electrical contractor may be refused, suspended or revoked by the Board for any one or more of the following causes:
 - (1) Fraud, misrepresentation or bribery in securing a license.
 - (2) The making of any false statement as to material matter in any application for a license or in any proceeding with respect to the refusal, suspension, or revocation of a license, or in any response to any order, demand, or inquiry by the Board or by the Director or his designee with respect to a license or with respect to any electrical contract.
 - (3) The person or the management personnel of the contractor are untrustworthy or not of good character.
 - (4) The business transactions of the contractor have been marked by a practice of failure to perform its contracts or the manipulation of assets or accounts by fraud or bad faith.
 - (5) Failure to display the license as provided in this chapter.
 - (6) Violation of any provision of this chapter or of any rule or regulation adopted hereunder.
 - (7) The institution of federal bankruptcy proceedings (voluntary or involuntary), or of proceedings in any court to appoint a receiver, with respect to the person or any management personnel of the contractor; or the making of an assignment by the person or any management personnel of the contractor for the benefit of creditors whose claims arise under or are related to any electrical contract with the person or management personnel of the contractor; or failure to notify the Board of the institution of such proceedings or the making of such assignment.
 - (8) License holder and/or electrical contractor having been convicted of a felony involving another person or property.
 - (9) Failure to display the license sticker, which is issued by the County of Rockland.
 - (10) Violation of any provision of this chapter or of any rule or regulation adopted hereunder or any other law or ordinance pertaining to electricians.
 - (11) Maintaining, conducting, operating, advertising, engaging in or transacting a business as a master electrician in the County of Rockland with a shelved license.
 - (12) Employing an unlicensed subcontractor or subcontractors to perform electrical work or any combination thereof in the County of Rockland.
 - (13) Failure to renew a master electrician license on or before its expiration date.
 - (14) Filing for electrical contracting work which the contractor did not contract to perform, or taking over and filing through a certified electrical inspection company for

electrical contracting work begun by a person not licensed pursuant to this chapter prior to approval of the Board of Electrical Examiners.

- D. Prior to the revocation or suspension of a master electrician license, the licensee shall receive, in writing, all the particulars of the alleged violation and shall have an opportunity to present his defense at a public hearing either in person or by his attorney.

250-10. Prohibited acts.

A. The following acts are prohibited.

- (1) Abandonment or willful failure to perform, without justification, any electrical contract or project engaged in or undertaken by a contractor, or willful deviation from or disregard of plans or specifications in any material respect without the consent of the owner.
- (2) Making any substantial misrepresentation in an electrical contract or in the procurement of an electrical contract or making any false promise likely to influence, persuade or induce.
- (3) Any fraud in the execution of or in the material alteration of any contract, mortgage, promissory note or other document incident to an electrical transaction.
- (4) Preparing or accepting any mortgage, promissory note or other evidence of indebtedness upon the obligations of an electrical transaction with knowledge that it recites a greater monetary obligation than the agreed consideration for the electrical work.
- (5) Directly or indirectly publishing any advertisement relating to electrical work which contains an assertion, representation or statement of fact which is false, deceptive or misleading, provided that any advertisement, which is subject to and complies with then-existing rules, regulations or guides of the Federal Trade Commission shall not be deemed false, deceptive or misleading; or any means of advertising or purporting to offer the general public any electrical work with the intent not to accept contracts for the particular work or the price, which is advertised or offered to the public.
- (6) Willful or deliberate disregard and violation of the building, sanitary and health laws of this state or any political or municipal subdivision thereof.
- (7) Willful failure to notify the Board of any change or control in ownership, management, business name, location or person whose qualifications were the subject of review and approval by the Board as designee of a contractor.
- (8) Conducting an electrical contracting business in any name other than the one in which the contractor is licensed.
- (9) Willful failure to comply with any order, demand or requirement made by the Board pursuant to provisions of this chapter, or the willful making of any false statement as to a material matter in any proceeding with respect to the refusal, suspension, or revocation of a license, or in any response to any order, demand, or inquiry by the Board or by the Director or his designee with respect to a license or with respect to any electrical contract.

- (10) Willful or other refusal, failure, or neglect to pay or comply with any judgment in favor of any owner, supplier, vendor, material man, subcontractor, independent contractor, employee, or other person arising out of any electric contract or electrical contracting activity entered in any court of competent jurisdiction, within 60 days after the entry of such judgment, or within 60 days after the disposition of any appeal from it, or within 60 days after the expiration of any period during which an appeal or further appeal may be taken from it, whichever is later.
- (11) Willful refusal or failure to make any payment, when due, to any supplier, vendor, material man, subcontractor, independent contractor, employee, or other person for any labor or materials in connection with any electrical contract, or any willful act or omission that may expose any owner to the imposition of any lien or to any civil or other liability or penalty.
- B. As part of or in connection with the inducement to make an electrical contract, no person shall promise or offer to pay credit charges or allow to a buyer any compensation or reward for the procurement of an electrical contract with others.
- C. No contractor shall offer or pay a loan as an inducement to enter into an electrical contract.
- D. No acts, agreements or statements of a buyer under an electrical contract shall constitute a waiver of any provisions of this chapter intended for the benefit or protection of the buyer.
- E. No person shall advertise or hold himself out as being qualified to perform electric work, as defined in this chapter, in Rockland County unless licensed as herein provided, and the license number shall appear in all such advertising.
- F. No contractor shall employ an unlicensed subcontractor or subcontractors.

250-11. Exceptions.

- A. No contractors' license shall be required of any person when acting in the particular capacity or particular type of transaction set forth in this section:
- (1) An individual who performs labor or services as a bona-fide employee for a Rockland County licensed electrical contractor for wages or salary.
 - (2) Any retail clerk, clerical, administrative or other employee of a licensed contractor as to a transaction on the premises of the contractor.
- B. This chapter shall not apply to an electrical contract otherwise within the purview of this chapter, which is made prior to the effective date of the respective provisions of this chapter governing such contracts.

250-12. Installation standards.

All installations of electrical work, all extensions thereto and all alterations thereof within the County of Rockland shall be in conformity with the provisions of this chapter and of any other applicable statute, local law, resolution, ordinance or building code pertaining thereto and shall also be in conformity with approved standards for safety to life and property. In every case where no specific type or class of material or no specific standards are prescribed by law, conformity with the regulations and requirements contained in the National Electrical Code,

2008 edition, and any revisions thereof shall be prima facie evidence of conformity with approved standards for safety to life and property.

250-13. Evidence of proper installation.

The inspections made and the certificates of approval or permits issued by any local municipality approved inspection agency for any electrical installation in the County of Rockland shall be deemed by the Board as evidence of proper installations.

250-14. Contract requirements.

Every electrical contract, where the total aggregate cost exceeds \$250, shall be subject to the provisions of this section.

- A. Every contract and any changes in the contract subject to the provisions of this section shall be in writing, shall be signed by all parties to the contract, and the writing shall contain the following:
- (1) The name, address, license number and federal employer identification number, if any, of the contractor.
 - (2) The approximate dates when the work will begin and on which all construction is to be completed.
 - (3) A description of all work to be done, the materials or material allowances and equipment to be used, the agreed consideration for the work and whether any other work is required to be performed to comply with any other law, ordinance, local law, resolution or building code governing electrical work or requiring permits therefor or any requirement contained in the rules and regulations of the Board and any revisions thereof.
 - (4) If the payment schedule contained in the contract provides for a downpayment to be paid to the contractor by the owner before the commencement of work, such downpayment shall not exceed \$1,000 or 15% of the contract price, excluding finance charges, whichever is the lesser. However, this Subsection A(4) shall not be construed to prohibit any contractor from demanding or receiving from any owner at any time during the performance of any contract advance payment for any materials that are necessary for the owners specific project, provided:
 - (a) That the contractor has become or may become, for any reason, irrevocably committed to purchase such materials from any supplier, vendor, material man, or other person; or
 - (b) That the contractor has become or may become, for any reason, contractually liable to pay any supplier, vendor, material man, or other person for such materials; or
 - (c) Such materials have become irreversibly customized for the owner's specific project and may not feasibly, without undo hardship to the contractor, be salvageable by the contractor from the owner-specific project; and provided, further, that the contract shall contain in bold twelve-point or larger print, immediately above the signature of the owner, the following language, which

shall be separately initialed by the owner: "At any time during the performance of this contract, the contractor may demand and shall be entitled to receive in full from the owner advance payment for any materials that are necessary to perform this contract."

- (5) A schedule of payments showing the amount of each payment as a sum in dollars and cents. In no event shall the payment schedule provide for the contractor to receive, nor shall the contractor actually receive, payments in excess of 100% of the value of the work performed on the project at any time, excluding finance charges, except that the contractor may receive an initial downpayment and any advance payments authorized by Subsection A(4). The schedule of payments shall be stated in dollars and cents and shall be specifically referenced to the amount of work to be performed and to any materials and equipment to be supplied.
- (6) The contract shall state that, upon satisfactory payment being made for any portion of the work performed, the contractor shall, prior to any further payment being made, furnish to the person contracting for the work a full and unconditional release from any claim of a mechanics lien by the contractor or by a person entitled to enforce a mechanics lien for that portion of the work for which payment has been made.
- (7) The requirements of Subsection A(4), (5) and (6) shall not apply when the contract provides for the contractor to furnish a performance and payment bond, lien and completion bond, or a bond equivalent approved by the Board, covering full performance and completion of the contract and such bonds are furnished by the contractor or when the parties agree for full payment to be made upon or for a schedule of payments to commence after satisfactory completion of the project. The contract shall contain, in close proximity to the signature of the owner, a notice in at least ten-point type stating that such owner has the right to require the contractor to have a performance and payment bond.
- (8) No additional work shall be performed without prior written authorization of the person contracting for the electrical work. Any such authorization shall be on a contract change-order form, showing the agreed terms and reasons for such changes and shall be approved by both parties in writing. Any such change-order forms shall be incorporated in, and become part of, the contract.
- (9) The writing shall be legible and shall be in such form as to clearly describe any other document which is to be incorporated into the contract, and before any work is done, the owner shall be furnished a copy of the written agreement, signed by the contractor.
- (10) The contract shall contain not less than a one-year warranty guaranteeing the quality of workmanship.
- (11) The contract shall require the contractor to obtain any necessary permits and inspections and provide to the owner a electrical final inspection for work performed. Should the contract indicate that the homeowner is to obtain any necessary permits and certificate of occupancy, same shall be set forth in not less than ten-point bold lettering.

(12) The writing may also contain other matters agreed to by the parties to the contract.

- B. At the time a contract is signed by the parties, the contractor shall deliver a legible copy of such contract to the person contracting for the electrical contracting work.
- C. Each electrical contractor shall maintain books of account, copies of all contracts with buyers and such other records as shall properly and completely reflect all transactions involving the electrical contracting business. These records shall be maintained for six years or the length of time of the contract guaranty, whichever is longer.
- D. A notice to the owner that, in addition to any right to otherwise revoke an offer, the owner may cancel the electrical contract until 12:00 midnight of the third business day after the day on which the owner has signed an agreement or offer to purchase relating to such contract. Cancellation occurs when written notice of cancellation is given to the electrical contractor. Notice of cancellation, if given by mail, shall be deemed given when deposited in a mailbox properly addressed and postage prepaid. Notice of cancellation shall be sufficient if it indicates the intention of the owner not to be bound. Notwithstanding the foregoing, this subsection shall not apply to a transaction in which the owner has initiated the contract and the electric work is needed to meet a bona fide emergency of the owner, and the owner furnishes the electrical contractor with a separate dated and signed personal statement in the owner's handwriting describing the situation requiring immediate remedy and expressly acknowledging and waiving the right to cancel the electrical contract within three business days. For the purposes of this subsection, the term "owner" shall mean an owner or any representative of an owner.

250-15. Contract funds.

An electrical contractor must treat all funds received from a customer pursuant to a electrical contract as trust funds to be applied solely to the payment of expenses directly related to the electrical contract. Such funds may not be applied to the payment of expenses unrelated to the electrical contract unless and until the electrical contract is completed and all the expenses for direct labor, material and subcontractors related thereto have been paid by the contractor.

250-16. Disposition of fees.

All fees derived by the Board from the operation of this chapter shall be turned over to the Commissioner of Finance by the Board within 10 days after they are received.

250-17. Liability for damage.

This chapter shall not be construed to relieve from nor lessen the responsibility of any electrical contractor for any loss of life or damage to person or property, nor shall the County of Rockland be deemed to have assumed any such liability by reason of any license issued pursuant to this chapter.

250-18. Other licenses; powers of municipalities.

- A. A license issued pursuant to this chapter may not be construed to authorize the licensee to perform any particular type of work or kind of business which is reserved to qualified

licensees under separate provisions of state or local law, nor shall any license or authority other than as is issued or permitted pursuant to this chapter authorize engaging in the business of electrical contracting.

- B. Nothing in this chapter shall be construed to limit or restrict the power of a town or village to regulate the quality, performance or character of the work of contractors, including a system of permits and inspections, which are designed to secure compliance with and aid in the enforcement of applicable state and local building laws or to enforce other laws necessary for the protection of the public health and safety.
- C. Nothing in this chapter limits the power of a town or village to adopt any system of permits requiring submission to and approval by the town or village of plans and specifications for an installation prior to the commencement of construction of the installation or of inspection of work done.

250-19. Nonapplicability.

- A. The provisions of this chapter shall not apply to:
 - (1) Persons engaged solely in selling or solely in the attachment of ordinary electric appliances to existing circuits where no jointing or splicing of electrical conductors is required.
 - (2) The installation, maintenance or repair of elevators, dumbwaiters and escalators.
 - (3) The repair of heating systems.
 - (4) Any work involved in the manufacture, assembly, test or repair of electrical machinery, apparatus, materials and equipment by a person, firm or corporation engaged in electrical manufacturing as his principal business.
 - (5) The work in connection with the erection, construction, maintenance or repair of lines and facilities for the generation, transmission and distribution of electricity from the source of supply to the service connection on the premises where used by electric corporations, as defined by the Transportation Corporations Law of this state, excluding, however, the construction or erection of plants and substations for the generation and distribution of electricity.
 - (6) Municipal plants authorized to generate or sell electricity.
 - (7) The work of such companies or plants in installing, maintaining and repairing, on the consumer's premises, of service connections, meters and other apparatus and appliances remaining the property of such companies or plants after installation.
 - (8) Emergency repairs of wiring and appliances, on the consumer's premises, necessary for the protection of life or property.
 - (9) Electrical work performed by or pursuant to contract with any federal or state government or any agencies thereof.
- B. This section in providing that this chapter shall not apply to designated persons shall in no way be construed by inference to expand the scope of the definition of "master electrician" contained in § 250-2 of this chapter.

250-20. Appeals.

- A. Any person aggrieved by the action of the Board in refusing to issue a license or renewal thereof or shelving of a license or renewal thereof or reactivation of a shelved license or suspending or revoking a license or making any decision or determination may take an appeal therefrom to the Legislature within 30 days after the same has been filed with the Clerk of the Rockland County Legislature as required herein. Such appeal shall be taken by filing with the Board and the Rockland County Legislature a notice of appeal, specifying the grounds therefor.
- B. The Board shall forthwith transmit to the Clerk of the Rockland County Legislature and shall by personal delivery or by first class mail serve upon the appellant a copy of the recorded proceedings and a copy of all the papers constituting the record upon which the action appealed from was taken.
- C. An appeal, except from an action of the Board in refusing to issue a license or renewal thereof, stays all proceedings in furtherance of the action appealed from, unless the Board certifies to the Rockland County Legislature, after the notice of appeal shall have been filed, that by reason of facts stated in the certificate a stay would, in its opinion, cause imminent peril to life or property, in which case the proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Rockland County Legislature.
- D. The County Executive, subject to confirmation by the County Legislature, may designate three members of the Legislature as an appellate panel to hear the appeal.
- E. A time shall be fixed for the hearing of the appeal, and notices of the hearing shall be mailed to the appellant and the Board at least 20 days before the hearing. Upon the hearing, any party may appear in person or by agent or by attorney. The appellate panel may reverse or affirm, wholly or partly, or may modify the decision or determination or action appealed from and shall make such decision or determination as, in its opinion, ought to be made in the premises and to that end shall have the powers of the Board from which the appeal is taken.
- F. Any person or persons aggrieved by any decision made upon an appeal may apply to the Supreme Court for review by a proceeding under Article 78 of the Civil Practice Law and Rules, provided that the proceeding is commenced within 30 days after filing the decision in the Office of the Clerk to the Legislature.
- G. Said appeals shall be hearing de novo at which the proceedings of and the evidence presented at the hearing before the Board shall be considered, together with such other evidence offered by the appellant or the Board that the three members of the Legislature hearing the appeal deem relevant to the issues decided by the Board.
- H. All exhibits proposed by the appellant or the Board to be submitted as evidence at the hearing of the appeal shall be filed with the Clerk to the Legislature and by personal delivery or by first class mail served upon the other party at least seven days prior to said hearing.

250-21. Construal of provisions.

Nothing herein shall be construed to obviate the necessity of procuring a permit for work whenever required by statute, local law, resolution, building code or ordinance of the municipality wherein such work is to be performed.

250-22. Penalties for offenses.

- A. Any willful or negligent failure by any person to comply with the provisions of § 250-3 hereof shall constitute a Class A misdemeanor, punishable by a fine not exceeding \$1,000 or imprisonment for a period not exceeding one year, or by both such fine and imprisonment. The continuation of any offense shall constitute a separate and distinct misdemeanor hereunder for each day the offense is continued.
- B. Any person who, with intent to defraud or deceive, knowingly makes a false statement in an electrical contract, or in connection with the inducement to make a electrical contract, or in securing a license, or in any proceeding with respect to the refusal, suspension, or revocation of a license, or in any response to any order, demand, or inquiry by the Board or by the Director or his designee with respect to a license or with respect to any electrical contract shall be guilty of a Class A misdemeanor, punishable by a fine not exceeding \$1,000 or imprisonment for a period not exceeding one year, or by both such fine and imprisonment.
- C. Any willful or negligent failure by any person to comply with the other sections of this chapter shall constitute a violation and shall be punishable by a fine not exceeding \$1,000 or imprisonment for a period not exceeding 15 days, or by both such fine and imprisonment. The continuation of an offense shall constitute a separate and distinct violation hereunder for each day the offense is continued.
- D. The Director as designated herein, and his employees, shall have the power to issue appearance tickets as the same are defined in Article 150 of the Criminal Procedure Law.
- E. In addition to any criminal penalties provided in the preceding Subsections A, B, and C of this § 250-22 which may be imposed by a court of competent jurisdiction, an administrative notice of violation assessing a civil penalty not to exceed \$5,000 for any willful or negligent failure by any person to comply with any provision of this chapter may be issued by the Director, as designated herein, and his designees and sent by certified, registered, or ordinary mail to the person who has failed to comply. Each failure to comply with one or more separate and distinct provisions of this chapter shall constitute a separate and distinct failure to comply, for each of which the Director or his designees may issue a separate and distinct administrative notice of violation assessing a civil penalty not to exceed \$5,000. The continuation of any failure to comply shall constitute a separate and distinct failure to comply for each day the failure is continued. Any person aggrieved by the assessment of any civil penalty by the Director or his designees may, within 30 days after the mailing of the notice of violation, appeal the assessment to the Board. The Director may, with the consent of the County Executive, commence a civil action in any court of competent jurisdiction to collect any civil penalty assessed pursuant to this subsection that remains unpaid for more than 30 days after the mailing of the notice of violation or, if an appeal is taken to the Board or if a further appeal is taken from the Board to the Legislature, more than 30 days after the determination by the Board or the appellate panel, as the case may be.
- F. Nothing herein contained shall prevent the Director, as designated herein, his designees, the Board, or other employees of the County designated by the Board from proceeding to enforce the requirements of this chapter by any one or any combination, successively or simultaneously, of the following: criminal proceedings as provided in Subsections A, B, C, and D of this section; civil penalty as provided in Subsection E of this section; or civil action for injunctive, declaratory, monetary, or other relief.

G. The Director may refuse to issue a license or a renewal thereof to any person who has failed to pay any fine or civil penalty imposed pursuant to this chapter. Any person aggrieved by the refusal by the Director to issue a license or a renewal thereof pursuant to this subsection may, within 30 days after the mailing of the notice of such refusal, appeal the refusal to the Board. The Board may suspend or revoke the license of, or refuse to issue a license or a renewal thereof to, any person who has failed to pay any fine or civil penalty imposed pursuant to this chapter.

H. Impoundment. In addition to the criminal and civil penalties, the Rockland County Department of Consumer Protection, having enforcement powers, may, in its discretion, impound the equipment used during the violation of § 250-3 as follows:

[1] Any police officer or authorized officer, employee or agent of the Office of Consumer Protection, upon service on the operator of a vehicle and/or person in possession of tools or implements of a notice of violation for operating without a license required by § 250-3 of this chapter, may seize and impound any vehicle, tool or other implement which such officer has reasonable cause to believe is being used in connection with such violation. If stopping the work and impounding any vehicle, tools or implements shall result in rendering the premises being worked on uninhabitable or unsecured, the police officer or authorized officer, employee or agent of the Office of Consumer Protection issuing the notice of violation shall have the discretion to permit the worker or workers to either complete the work or in some manner render the premises temporarily habitable and secure prior to impounding any vehicle, tools or other implements. Any vehicle, tool or implement seized pursuant to this subsection shall remain in the custody of the department or agency of the police officer or authorized officer, employee or agent who impounded the vehicle, tools or other implements.

[2] A person from whom a vehicle, tool or implement has been seized and impounded pursuant to this subsection shall receive notice at the time of such seizure and by overnight mail, as soon thereafter as practical, informing such person how and when the vehicle, tool or implement may be reclaimed. In the event that the person from whom the vehicle was seized is not the registered owner of the vehicle, separate notice shall be provided by overnight mail to the registered owner of the vehicle.

[3] The Director or the designee of the Director shall hold a hearing in accordance with the provisions of § 250-24 of the Laws of Rockland County not otherwise in conflict with this subsection, to adjudicate the violation of § 250-3 of this chapter underlying the seizure and impoundment within five business days after the date of such seizure and impoundment and shall render his or her determination immediately following the conclusion of such hearing. Such determination shall also include a finding as to whether or not such vehicle, tool or other implement was used in connection with such violation and, if necessary, an additional finding as to whether the owner of such property, if not the person served with a notice of violation pursuant to § 250-22E, permitted the use of such property under circumstances evincing that such owner knew or should have known that such property would be used for the conduct that was the basis for the seizure of the

property. There shall be a rebuttal presumption that such owner knew or should have known that such property would be used for the conduct that was the basis for the seizure of the property, if such owner was the employer, corporate owner or partner, parent, legal guardian or spouse of the person served with a notice of violation pursuant to § 250-22 at the time of the seizure. In the event that the property impounded is released to the owner of said property pursuant to Subsection H(4) of this section, the hearing may be rescheduled to a later date within a reasonable time period.

- [4] A vehicle, tool or other implement seized and impounded pursuant to this subsection may be released to the owner of such property prior to the hearing provided in Subsection H(3) of this section upon the posting of an all-cash bond in a form satisfactory to the Director in an amount sufficient to cover:
 - [a] The maximum civil penalties, which may be imposed for the violation of § 250-3 of this chapter underlying the seizure and impoundment; and
 - [b] All reasonable costs for removal and storage of such vehicle, tool or implement.
 - [1] Release to a person claiming such property shall be conditioned on presentation of:
 - [a] In the case of a vehicle, proof of ownership or authorization from the owner of the vehicle as ownership is defined by § 388 of the Vehicle and Traffic Law; or
 - [b] In the case of a tool or other implement or equipment, proof of ownership or authorization by the owner satisfactory to the Director.
 - [2] The owner of said vehicle, tool or other implement seized is entitled, within 48 hours of a written request, to a hearing before an independent hearing examiner to determine if there was reasonable cause to seize and impound said vehicle, tool or other implement. In the event the independent hearing examiner determines that there was not reasonable cause to seize said vehicle, tool or other implement, said vehicle, tool or other implement shall promptly be released to its owner upon written demand and proof of ownership as provided above.
- [5] Following an adjudication that has resulted in a determination that the vehicle, tool or other implement was used in connection with unlicensed activity in violation of § 250-3 of this chapter, release of such vehicle, tool or other implement to the owner of such property may be obtained upon payment of:
 - [a] All civil penalties for the violation of § 250-3 of this chapter underlying the seizure and impoundment; and
 - [b] All reasonable costs for removal and storage of such vehicle, tool or implement and proof of ownership as provided in Subsection H(4) of this section.
- [6] No person shall obtain release of a vehicle, tool or other implement pursuant to Subsection H(4) and (5) of this section unless and until such person submits an

application for a electrical license, or reinstatement of such a license, as appropriate, to the Director in the form and containing the information required by the Director. Notwithstanding the provisions of this subsection, in the event that the owner of the vehicle, tool or other implement was not the person who was served with a notice of violation alleging a violation of the provisions of § 250-3 of this chapter or found to be in violation of the provisions of § 250-3 of this chapter, the owner may obtain release upon payment of all reasonable costs of removal and storage as provided herein and upon execution of a sworn statement, subject to the provisions of the Penal Law relative to false statements and satisfactory to the Director that he or she will not permit the person who is alleged to have violated or found to have violated such provisions to operate or possess the vehicle, tool or other implement in violation of § 250-3 of this chapter.

[7] After adjudication of the violation underlying the seizure in accordance with Subsection H(3) of this section, if the Director or the designee of the Director finds that the vehicle, tool or other implement has not been used in connection with unlicensed activity under the provisions of § 250-3 of this chapter, the Office of Consumer Protection shall promptly cause such vehicle, tool or other implement to be released to its lawful owner upon written demand of the owner. If applicable, the Department of Consumer Protection shall also promptly return any cash bond posted pursuant to Subsection H(4) of this section in accordance with the determination of the Director or the designee of the Director pursuant to Subsection H(3) of this section.

[8] In the event that property impounded pursuant to this subsection is not released to its owner due to the owner's failure to respond to the notice of violation and appear at three hearing dates scheduled at least one month apart, said property will be considered lost and abandoned property, the disposition of which is governed by New York State law under Personal Property Law § 253.

§ 250-23. Nontransferability of license; designation and termination of supervisor; name change; display of license.

- A. No license issued hereunder shall be assignable or transferable.
- B. Each electrical contractor's certificate issued hereunder shall specify the name and street address or post office address of the person, partnership, limited partnership, limited-liability company, or corporation, who or which shall be known as the "holder of the license." There shall be only one holder of the license with respect to any license at any given time. The certificate of an electrical contractor shall specify the name and street address or post office address of the person who is the master electrician, and such person shall be designated in the electrical contractor's certificate as the supervisor of work with respect to all electrical contracting business engaged in or carried on by the electrical contractor named as holder of the license. It shall be the affirmative duty of every applicant for a license, every master electrician, and every holder of the license to notify the Board of any change of his or its address or post office box number, in writing and within 15 calendar days after such change. Service of official notices and communications upon the applicant, master electrician, or holder of the license, as the case may be, by first class mail to such street address or post office address shall be considered sufficient for all purposes under this chapter.

- C. In the event that the supervisor of work ceases to be a partner in a partnership that is an electrical contractor, or a general partner in a limited partnership that is an electrical contractor, or a managing member of a limited-liability company that is an electrical contractor, or an officer of a corporation that is an electrical contractor or a bona fide employee of such electrical contractor, or in the event that the electrical contractor ceases to be liable with respect to all actions taken by such partner, general partner, managing member, officer, or employee, the supervisor of work shall notify the Board of such fact forthwith, and upon notification the license holder shall no longer be a holder of the license of the supervisor of work and shall no longer be permitted to engage in or carry on the business of an electrical contractor pursuant to this chapter.
- D. The application fee for the certificate of an electrical contractor shall be set forth in the rules and regulations.
- E. All licenses and certificates shall be numbered in the order in which they are issued and shall be in such form and of such color and shall contain such information as may be prescribed by the Board.
- F. Each license and certificate shall at all times be kept conspicuously displayed in the place of business of the licensee.

§ 250-24. Director's powers.

- A. The Director and his designees may conduct initial investigations of complaints filed with his office with regard to violation(s) of this chapter or of rules and regulation adopted hereunder.
- B. The Director and his designees may conduct initial hearings or hearings for the purpose of taking testimony, reporting findings of fact, recommendations and decisions as a hearing officer concerning any investigation, inquiries or violations of this section or rule or regulation adopted hereunder.
- C. Any person or person aggrieved by the action of the Director's or his designees' recommendations and decisions may take an appeal therefrom to the Board within 30 days after the same has been filed with the Board.

§ 250-25. Severability.

If any part of this article, or the application thereof to any person or circumstance shall be judged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the parts of the provision directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this article or the application thereof to any other persons or circumstances.

Amended Rules and Regulations
Relating to Licensing of Master Electricians in the County of Rockland
Adopted January 28, 2008 by the Board of Electrical Examiners

RULES AND REGULATIONS
relating to
Licensing of Master Electricians

1) Qualifications of Applicants for Licenses - An applicant for license at the time of applying for examination, shall be a high school graduate or equivalent, shall have at least seven and one-half (7-1/2) years of experience for the Public at Large in the installation, alteration and repair of wiring and appliances for electric light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements of the National Electrical code. Credit for said seven and one-half (7-1/2) years of experience shall be computed as follows:

A. A high school graduate or equivalent, who is an electrician who has worked at least seven and one-half (7-1/2) years with his tools for the Public at Large on the installation, alteration and repair or wiring and appliances for light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements or the National Electrical Code, or

B. A graduate engineer of a college or university who holds a degree of electrical engineering, master engineering or Bachelor of Science in electrical engineering and has in addition worked at least three and one-half (3-1/2) years, or two and one-half (2-1/2) years with his tools for the Public at Large on the installation, alteration and repair or wiring and appliances for electric light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements of the national Electrical Code; the period of three and one-half (3-1/2) years, or two and one-half (2-1/2) years, being dependent upon whether such graduate engineer attended the college or university four or five years for the purpose of obtaining his degree, or

C. A high school graduate or equivalent who is a graduate of a vocational, industrial or trade school in electric wiring, installation and design or applied electricity, and has worked at least five and one-half (5-1/2) years with his tools for the Public at Large on the installation, alteration and repair of wiring and appliances for electric light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements of the National Electrical Code, or

D. Any person who attended courses in a college or university leading to a degree in electric engineering, mechanical engineering, Bachelor of Science in electrical engineering or

mechanical engineering, who passed all subjects in the required courses shall be credited with practical experience equal to fifty percent (50%) of the number of curricula years he has satisfactorily completed which, in no event, however, shall exceed two and one-half (2-1/2) credit of practical experience, the balance of the required seven and one-half (7-1/2) years, i.e., five (5) years of practical experience must have been obtained by working with his tools for the Public at Large on the installation, alteration and repairs of wiring and apparatus for light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements of the National Electrical Code, or

E. Any person who attended courses in a recognized vocational, industrial or trade school in electrical wiring, installation and design or applied electricity who has passed all subjects in the required-courses shall be credited with fifty percent (50%) of the number of curricula years that he has satisfactorily completed which, however, in no event, shall exceed two (2) years credit of practical experience, the balance of the required seven and one-half (7-1/2) years, i.e., five and one-half (5-1/2) years of practical experience must have been obtained by working with his tools for the Public at Large on the installation, alteration and repair of wiring for electric light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements of the National Electrical Code.

F. It is the affirmative duty of an applicant for license to provide acceptable proof of education, which shall consist of a certified copy of any transcript(s). The board may in its discretion accept or require other or additional proof pertaining to the applicant's education.

G. It is the affirmative duty of any applicant for license to provide acceptable proof of experience, which shall consist of certified detailed earnings information (showing periods of employment or self employment and the names and addresses of employers) provided directly to the board by the Social Security Administration at the applicant's own expense and request pursuant to SSA Form 7050-F4 ("Request for Social Security Earnings Information"), as from time to time revised. The board may in its discretion accept or require other or additional proof pertaining to the applicant's practical experience working with his tools for the Public at Large.

H. Additionally, each applicant must provide two references that will attest to the applicant's trade experience.

I. Master Electrician examinations and Homeowner Permit examinations shall be written and closed book; no notes, scratch or scrap paper, calculators, palm pilots, cell phones, or other such devices or aids may be used during any examination.

J. Any applicant who has failed an examination may, no later than thirty (30) days after receiving notification of such failure, request in writing that the board review and reconsider the examination results; however, no applicant shall have access to any such examination or to the results of such examination or to the manner of or criteria for scoring such examination, nor shall any applicant participate in any way in any requested review or reconsideration process.

K. No applicant who has two or more times failed an examination shall be eligible for a subsequent examination unless six months shall have elapsed between the date of the last failed examination and the date of such subsequent examination.

L. The board shall, upon receipt of notification that any insurance required by this chapter has been cancelled, notify the approved inspection agencies (e.g., Tri-State or the New York Board of Fire Underwriters) that the license is subject to suspension or revocation because the licensee is no longer insured as an electrical contractor.

M. The Master Electrician examination begins at 9:00 a.m. on the day scheduled.

N. The Homeowner Permit examination begins at 8:30 on the day scheduled.

O. Practical Experience: Only practical experience that has been acquired during the ten (10) years immediately preceding an application shall constitute practical experience sufficient to satisfy the requirements of these rules. Only practical experience obtained under the direct supervision of a master electrician licensed in Rockland county, or with respect to practical experience obtained outside Rockland county, only such experience obtained under the direct supervision of a person with comparable qualifications, as determined by the board, shall constitute practical experience sufficient to satisfy the requirements of these rules. Three thousand seven hundred fifty (3750) hours of practical experience accumulated over a period of at least two and one half (2 ½) years constitute two and one half (2 ½) years of practical experience, provided that at least one thousand five hundred (1500) of those hours be accumulated during each of two (2) calendar years; five thousand two hundred fifty (5250) hours accumulated over a period of at least three and one half (3 ½) years constitute three and one half (3 ½) years, provided that at least one thousand five hundred (1500) of those hours be accumulated during each of three (3) calendar years; seven thousand five hundred (7500) hours accumulated over a period of at least five (5) years constitute five (5) years, provided that at least one thousand five hundred (1500) of those hours be accumulated during each of four (4) calendar years; eight thousand two hundred fifty (8250) hours over a period of at least five and one half (5 ½) years constitute five and one half (5 ½) years, provided that at least one thousand five hundred (1500) of those hours be accumulated during each of four (4) calendar years; eleven thousand seven hundred fifty (11750) hours over a period of at least seven and one half (7 ½) years constitute seven and one half (7 ½) years, provided that at least one thousand five hundred (1500) of those hours be accumulated during each of five (5) calendar years..

2. Address for Purposes of Official Notices and Communications. Every application for a license must state the applicant's street address or post office box address. It shall be the affirmative duty of every applicant, every master electrician, and every "holder of the license" to notify the board of any change of his or its address or post office box number, in writing and within fifteen (15) calendar days after such change. Service of official notices and communications upon the applicant, master electrician, or "holder of the license", as the case may be, by first class mail to such street address or post office address shall be considered

sufficient for all purposes under chapter 250 of the laws of Rockland county and under these rules and regulations.

3) Insurance: Every electrical contractor that is a “holder of the license” pursuant to that chapter shall submit proof to the board, in such form and in such manner as the board may from time to time require or determine to be satisfactory, that such electrical contractor at all times during which it is a “holder of the license” either maintains such workers compensation and disability insurance as may be required by New York state law, or that such electrical contractor is exempt from maintaining such insurance, as well as that such electrical contractor maintains occurrence-based liability insurance in an amount not less than \$500,000 and in such form and in such manner as the board may from time to time require or determine to be satisfactory, for damage to persons and property in connection with the carrying on of business as an electrical contractor.

4) Interview: Those who have passed the examination must be interviewed by the Secretary of the Board before issuance of a license in order to assure that all requirements have been complied with.

5) Licensing fee:

A. Each application shall be accompanied by a non-refundable check or money order in the amount of two hundred fifty dollars (\$250.) for administration of the examination. A passing grade for the master electrician exam is 75% correct. Each application for a re-test following failure to receive a passing grade on a master electrician examination shall be accompanied by a non-refundable re-test application fee of one hundred twenty five (\$125).

B. The license fee for residents of the State of New York shall be four hundred dollars (\$400.). The license fee for nonresidents of the State of New York shall be five hundred dollars (\$500.). Such a license may be renewed annually on or before the expiration thereof for the period of one (1) year upon payment of an annual fee of four hundred dollars (\$400.) for residents of the State of New York and five hundred dollars (\$500.) for nonresidents of the State of New York.

C. Licensed master electricians who are not actively engaged in the business of master electrician may shelve such a license for a fee of one hundred dollars (\$100.) per year.

D. The board may issue and renew a master electrician’s license. Such license shall permit the licensee to engage in the business of master electrical contractor within the county of Rockland for the period of one (1) year from the date on which it was issued. To renew a license, the holder shall, apply to the board in writing and in such form and manner as the board may from time to time prescribe, and shall accompany the application with the fee required by these rules and regulations, no later than thirty (30) calendar days before the date the license expires.

E. Fee for additional decals shall be ten dollars (\$10.) each

6) Homeowners Permit*: Fee for tests for individuals seeking permission to do electrical work (general wiring only) on existing non-attached personally owned one family primary residence structures, but not on new additions or structures: one hundred twenty five dollars (\$125.). Each application for a re-test following failure to receive a passing grade on a homeowners permit examination shall be accompanied by a non-refundable re-test application fee of seventy five (\$75).

* Passing grade is 70% correct for Homeowners Permit.

7) Fee for electrical contractor certificate or name change after initial issuance of master electrician license shall be one hundred seventy five dollars (\$175.).

8) Continuing Education:

Every annual application for the renewal of any license granted pursuant to this chapter, every request to shelve any such license, every annual request to continue to shelve any such license, and every request to un-shelve (reactivate) any such shelved license shall, as a condition for the granting of any such application or request, be accompanied by proof satisfactory to the board or its designee that, between the date of publication of the latest new edition of the National Electrical Code and the date of filing such application or request, the person to whom the license was issued attended an eight (8) hour course of study (continuing education) that relates to the latest new edition of the National Electrical Code and that has been approved by the board.

JLW
01/28/08

Article II. Electrical Code Enforcement; Licensing of Electrical Inspectors

[Adopted 12-18-2012 by L.L. No. 11-2012]

§ 250-26. Purpose; scope.

- A. This chapter establishes an electrical code enforcement program intended to protect the health, safety and welfare of the public and to protect public and private property by assuring the competence of persons who perform electrical inspections of dwellings and other structures through certification. Inspections of installed electrical work provide an opportunity to identify and correct potential hazards, including shock, electrocution, fire, and prevent resultant injuries.
- B. Nothing in this chapter shall limit the power of a city, town or village to adopt any system of permits requiring submission to and approval by the city, town or village of plans and specifications for an electrical installation prior to the commencement of construction of the installation or of inspection of work done.

§ 250-27. Definitions.

As used in this article, the following terms shall have the meaning indicated below:

ARTICLE 80

Annex H of the N.F.P.A.

CHIEF ELECTRICAL INSPECTOR

An electrical inspector who is the primary inspector in a business licensed to perform electrical installations in the towns and villages in the County of Rockland. The Chief Electrical Inspector is responsible for all electrical inspectors employed by the business and all inspections performed by the electrical inspection business. The Chief Electrical Inspector must be certified by the I.A.E.I. as a master electrical inspector.

DIRECTOR

The Director of Consumer Protection.

ELECTRICAL INSPECTION

Any inspection required by this article and the rules and regulations adopted hereunder, and any inspection of a building to which electrical service is connected, wherein the electrical inspector certifies that the electrical system in the building is in compliance with the N.E.C. and state fire and building codes.

ELECTRICAL INSPECTION BUSINESS

Any person, partnership, limited partnership, limited-liability company or corporation who or which engages in or carries on the business of electrical inspections for electrical installations, repairs, additions or alterations for the public at large, as described in 90.2 of the N.E.C. There shall be at least one chief electrical inspector employed by the business at all times.

ELECTRICAL INSPECTOR

An individual meeting the requirements of the I.A.E.I. and authorized to perform electrical inspections within his certified discipline. This individual shall work under the supervision of the Chief Electrical Inspector for the firm where he is employed. Individuals who are not legally employed by an approved electrical inspection business shall not conduct electrical installations in the jurisdiction of Rockland County.

I.A.E.I.

International Association of Electrical Inspectors.

N.E.C.

National Fire Protection Association 70, National Electric Code 2008, or most current version.

N.F.P.A.

National Fire Protection Association.

§ 250-28. License required.

On or after the effective date of this article, no person shall engage in, carry on or conduct the business of an electrical inspector within the County of Rockland unless licensed as an electrical inspector or unless employed by a business so licensed. The Director of Consumer Protection or his designee may issue a license to engage in an electrical inspection business within the County of Rockland for the period of one year, which license may be renewed annually. A copy of the license, listing the name of the business and the chief electrical inspector, is to be prominently displayed in the place of business. A complete list of all employees, accompanied by two passport photos of each employee, shall be required with the license application. ID cards displaying employee picture, name, and inspection rating will be included in the license approval package.

§ 250-29. Certification of electrical inspectors.

All electrical inspectors shall be certified by a nationally recognized electrical inspector certification program accepted by the Director of Consumer Protection. The certification program shall specifically qualify the inspector in electrical inspections. No person shall be employed as an electrical inspector unless that person is the holder of license as an electrical inspector issued by the Director of Consumer Protection, or his designee, except that any person who on the date on which this article went into effect was serving as a legally employed electrical inspector of an electrical inspection business and who has a minimum of 30 final inspections in the past two years shall, upon application and payment of the prescribed fee, be issued a special certificate permitting him or her to continue to serve as an electrical inspector in the same jurisdiction for a grace period of one year from the date of enactment of this article.

§ 250-30. Recertification.

Electrical inspectors shall be recertified as required by the provisions of the accepted nationally recognized electrical inspector certification program. Any change in the certification status of an electrical inspector must be reported to the Director immediately. Any and all authority to

perform electrical inspections will be suspended upon the loss of certification of an electrical inspector.

§ 250-31. Electrical inspection business requirements.

An electrical inspection business must comply with the following:

- A. A corporation must submit a copy of the filing receipt showing the filing of the corporation with the State of New York, Secretary of State.
- B. A foreign corporation must submit a copy of the filing receipt from the State of New York Secretary of State granting the corporation the authority to do business in New York State.
- C. A domestic or foreign corporation with an assumed name must submit a copy of the filing receipt from the State of New York Secretary of State granting use of the assumed name in the County of Rockland.
- D. A partnership conducting business under a trade name must submit a copy of a fully executed partnership agreement and a certified copy of the partnership certificate on file in the County Clerk's office. All information except partnership name, address, partners' percentage of ownership, and signature page shall be redacted.
- E. An individual operating under a trade name must submit a certified copy of the business certificate on file in the Rockland County Clerk's office.

§ 250-32. Insurance.

An electrical inspection business shall submit proof to the Director of Consumer Protection that such electrical inspection business maintains workers compensation and disability insurance as required by New York State law, or that such electrical inspection business is exempt from maintaining such insurance. In addition, such electrical inspection business shall maintain occurrence-based liability insurance in an amount not less than \$5,000,000 for damage to persons and property in connection with the electrical inspection business. The electrical inspection business is responsible for submitting updated certificates of insurance 10 days prior to the expiration date noted on the business license.

§ 250-33. Employees.

The electrical inspection business must supply proof of current certification by a nationally recognized electrical inspector certification program accepted by the Director of Consumer Protection for all its employees that will perform electrical inspections. The electrical inspection business must list the certified master electrical inspector who will serve as chief electrical inspector for the business. The electrical inspection business shall immediately report to the Director of Consumer Protection any change in the certification status of an employee.

§ 250-34. Address for purposes of official notices and communications.

Every application for a license must state the electrical inspection business' street address and post office box, if any. It shall be the affirmative duty of license holder to notify the Director of any change of address and/or post office box number, in writing, within 15 calendar days after such change. Service of official notices and communications upon the electrical inspection

business by first class mail to such street address and/or post office address shall be considered sufficient notice for all purposes under this article and the rules and regulations promulgated hereunder.

§ 250-35. Director's powers.

- A. The Director or his designee may conduct initial investigations of complaints filed with his office with regard to violation(s) of this chapter or the rules and regulations promulgated hereunder.
- B. The Director or his designee may conduct initial hearings, or hearings for the purpose of taking testimony, reporting findings of fact, recommendations and decisions as a hearing officer concerning any investigation, inquiry or violation of this article or the rules and regulations adopted hereunder.
- C. Any person or persons aggrieved by the action of the Director or his designees' recommendations and/or decisions may take an appeal therefrom to the Legislature within 30 days after the same has been filed with the Director of Consumer Protection.

§ 250-36. Notice of violations; penalties for offenses.

- A. Violations. Whenever the Director of Consumer Protection or his designated agent determines that there has been a violation of this article, a written notice shall be issued alerting the offending party of such findings.
- B. Penalties.

[1] Any person who fails to comply with the provisions of this article or who fails to carry out an order made pursuant to this article or violates any condition attached to a permit, approval, or certificate shall be subject to the penalties established by the Director of Consumer Protection.

[2] Failure to comply with the corrective action after notification of violation is received shall result in each day that such violation continues being regarded as a new and separate offense.

[3] Any person, firm, or corporation who or which shall willfully violate any of the applicable provisions of this article shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than three \$3,000 or not less than \$100 for each offense.

§ 250-37. Inspection and approvals.

- A. Upon the completion of an installation of electrical equipment, it shall be the affirmative duty of the person, firm, or corporation making the installation ("applicant") to notify an electrical inspection business having jurisdiction in Rockland County to perform electrical inspections within a reasonable time. The electrical inspection business shall confirm that the applicant's license is active and in good standing. In the event the electrical inspector has reason to believe the applicant did not install the work to be inspected, he/she must notify the Director of Consumer Protection immediately.

- B. Where the electrical inspector finds the installation to be in conformity with the N.E.C. and all applicable local ordinances, Orange and Rockland specifications, and relevant rules and regulations, the electrical inspector shall issue to the person, firm, or corporation making the installation a certificate of approval, with duplicate copy for delivery to the owner, authorizing the connection to an electrical supply and shall send written notice of such authorization to the supplier of electric service as required by Orange and Rockland Utilities, Inc.
- C. No portion of an electrical installation or the equipment involved in such installation may be concealed from plain sight by the permanent placement of parts of the building or excavated fill until such installation has been inspected and approved by an electrical inspector.
- D. If, upon inspection, any installation is found not to be in full conformity with the provisions of this article, including Article 80 and all applicable ordinances, rules, and regulations, the electrical inspector performing the inspection shall at once forward to the person, firm, or corporation handling the installation a written notice stating the defects that have been found. A copy shall also be forwarded to the Director of Consumer Protection and the town or village building department where the violation has occurred. Notification to all parties after violations are corrected is required.

§ 250-38. Review of code interpretation.

- A. Review of electrical inspector's decisions. Any person, firm, or corporation may register an appeal request in writing to the Director of Consumer Protection to review any decision of an electrical inspector, provided that such request is made in writing within 15 days after such person, firm, or corporation shall have been notified. Upon receipt of such request, the Director of Consumer Protection, or his designee, shall, if requested, hold a hearing to determine whether the action of the electrical inspector complies with this article and, within 30 days after receipt of the request, or after holding the hearing, shall make a decision in accordance with its findings. The decisions shall be filed in the Office of Consumer Protection.
- B. Conditions. Any person shall be permitted to request a review of a decision of a certified electrical inspector, or resolve an interpretation of the N.E.C., to the Director of Consumer Protection when it is claimed that any one or more of the following conditions exist:
 - [1] The intent of the codes or ordinances described in this article have been incorrectly interpreted.
 - [2] The provisions of this article do not fully apply.
 - [3] A decision is unreasonable or arbitrary as it applies to alternatives or new materials.

§ 250-39. Prohibited acts.

An electrical inspector shall not:

- A. Approve or disapprove work of which he or she does not have personal knowledge.
- B. Misrepresent his or her authority or responsibility.
- C. Use his or her certification as an electrical inspector for special favors or treatment.

- D. Inspect any electrical installation for which he or she has performed any part of the work.
- E. Perform an electrical inspection of any work furnished by an electrical contractor that employs him or her on a full-time, part-time, or incidental basis.

§ 250-40. Revocation and suspension of license.

The Director, or his designee, shall have the authority to revoke or deny an electrical inspector's license to conduct inspections within the jurisdiction of the County of Rockland for the following reasons:

- A. The license was granted on an application, or on documents supporting an application, that materially misstated the electrical inspector's qualifications or experience.
- B. The electrical inspector knowingly subscribed to or vouched for an inaccurate statement by an applicant for certification.
- C. The electrical inspector incompetently performed an electrical inspection.
- D. The electrical inspector failed to comply with the provisions of this article.

§ 250-41. Appeals.

- A. Any person aggrieved by the action of the Director of Consumer Protection, or his designee, in refusing to issue a license or renewal thereof or suspending or revoking a license or making any decision or determination may take an appeal therefrom to the Rockland County Legislature within 30 days after the same has been filed with the Clerk of the Rockland County Legislature. Such appeal shall be taken by filing with the Director and the Rockland County Legislature a notice of appeal, specifying the grounds therefor.
- B. The Director shall forthwith transmit to the Clerk of the Rockland County Legislature and shall by personal delivery or by first class mail serve upon the appellant a copy of the recorded proceedings and a copy of all the papers constituting the record upon which the action appealed from was taken.
- C. An appeal, except from an action of the Director in refusing to issue a license or renewal thereof, stays all proceedings in furtherance of the action appealed from, unless the Director certifies to the Rockland County Legislature, after the notice of appeal shall have been filed, that by reason of facts stated in the certificate a stay would, in its opinion, cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Rockland County Legislature.
- D. The County Executive, subject to confirmation by the County Legislature, may designate three members of the Legislature as an appellate panel to hear the appeal.
- E. A time shall be fixed for the hearing of the appeal, and notices of the hearing shall be mailed to the appellant and the Director at least 20 days before the hearing. Upon the hearing, any party may appear in person or by agent or by attorney. The appellate panel may reverse or affirm, wholly or partly, or may modify the decision or determination or action appealed from and shall make such decision or determination as, in its opinion, ought to be made in the premises and to that end shall have the powers of the Director from whom the appeal is taken.

- F. Any person or persons aggrieved by any decision made upon an appeal may apply to the Supreme Court for review by a proceeding under Article 78 of the Civil Practice Law and Rules, provided that the proceeding is commenced within 30 days after filing the decision in the Office of the Clerk to the Legislature.
- G. Said appeals shall be a hearing de novo at which the proceedings of and the evidence presented at the hearing before the Director shall be considered, together with such other evidence offered by the appellant or the Director that the three members of the Legislature hearing the appeal deem relevant to the issues decided by the Director. All exhibits proposed by the appellant or the Director to be submitted as evidence at the hearing of the appeal shall be filed with the Clerk to the Legislature and by personal delivery or by first class mail served upon the other party at least seven days prior to said hearing.