



RULES AND REGULATIONS

*Pursuant to Westchester County Law : ARTICLE XVII –
ELECTRICAL LICENSING BOARD AND THE LICENSING
OF MASTER ELECTRICIANS*

Adopted 1/8/98 with Revisions, Amendments and
Additions up to 4/9/02 and 12/14/04

- (1) Schedule of electrical testing dates for Electrical Testing shall be determined by the Director of Trades Licensing, however, there shall be no less than two tests given in a calendar year and only given in Westchester County.
- (2) Any applicant approved by the Electrical Licensing Board who wishes to apply for a Master Electrician's or Special Electrician's License will be required to take an examination prepared and given by a qualified outside organization approved by the Electrical Licensing Board. The minimum passing grade shall be 70%.
- (3) With reference to section 277.707(1)(E) of the Licensing Law, the fee for amending or changing a license shall be \$500.
- (4) All Electrical Licensing Board meetings shall follow Roberts Rules of Order.
- (5) Each licensee shall affix to the passenger-side front ventilator window of all vehicles owned, leased or used for the performance of the trade or, if the vehicle is not equipped with a ventilator, the right front corner of the right window of each vehicle used in his or her business, a decal furnished by the Board. Decals shall cost \$5.00 each and be renewed yearly.

All such vans or trucks shall also as a minimum requirement prominently display on the van or truck on both sides in the panel area the company name or the d/b/a that is registered with the County of Westchester for the license holder and the address of the company, in lettering no smaller than two inches high.

- (6) Examples of proof of experience in order to qualify for taking the Electrical License Examination are, but not limited to, any of the following:
 - (A) W-2 Forms
 - (B) 1040 Forms
 - (C) Business Tax Statements
 - (D) Notarized Business Records
 - (E) Notarized Statements of hours worked from Benefit Funds on fund letterhead.
 - (F) Social Security Records
 - (G) Notarized statements and letters from employers on company letterhead
 - (H) Certified copies of licenses held
 - (I) Notarized letter(s) from one or more licensed electricians, on company letterhead, confirming that the applicant was employed in the capacity of journeyman electrician and the numbers of years the applicant was so employed.

The letter shall include the license number of the employer and where the license was issued

- (J) MUST PROVE 11-1/2 YEARS WORKING FOR A LICENSED Electrician.
- (7) Full-time inspectors who inspect electrical work within Westchester County and who possess a Master Electrician License valid in Westchester County may shelve their Electrical license while employed as a full-time Electrical Inspector. The shelving period shall be for 12 months, from January 1 to December 31 of each year. Shelving may be renewed annually. The fee for each shelving period shall be fifty dollars (\$50). To reinstate the license, the Electrical Inspector must submit documents to the Board that he or she has worked as a full-time Inspector on a continuous basis and has properly shelved the license.
- (8) Prior to the license lapsing as described in Section 277.707(1), Section K, of the Licensing Law, a Master Electrician may shelve his or her license. The shelving period shall be for 12 months, from January 1 to December 31 of each year. Shelving may be renewed annually. The fee for each shelving period shall be fifty dollars (\$50.00). To reinstate the license at any time during the shelving period, the license holder must pay the five hundred dollars (\$500.00) and have valid liability insurance on file. If a license is shelved for two (2) or more shelving periods, reinstatement will be granted only if proof of continuous work in the trade during the shelving period is approved by the Board.
- (9) Alleged violations and complaints brought to the Board shall be in writing and must include all information and determinations made including the complainant's name. The Westchester County Electrical Licensing Board must consider action on any alleged complaint or violation of the Electrical Licensing Law and the Board may designate local code enforcement powers and remedies to be taken, such as but not limited to violation notices, summonses and any related court action.
- (10) Any and all reciprocal licenses may be granted by the Board in accordance with Section 277.706, Paragraph 6 Reciprocal Master Electrician's License of the Licensing Law.
- (11) No individual holding a Master Electrician's License shall lend such License to any person or allow any other person to carry on, engage in, or labor at the business as defined herein of installing, removing, altering, testing, replacing, or repairing electrical systems. A violation of this section by any person holding a License shall be sufficient cause for revocation of such License.

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

A licensed Master Electrician shall be personally responsible for the proper supervision and layout work for any electrical work for which an application for a permit has been issued. All workers engaged by said licensed electrician for any electrical work, as

defined herein, must be on such licensed electricians own payroll and covered by such licensed electricians Workers Compensation and Disability Insurance.

The Board may issue and cause to be served subpoenas requiring the attendance of witnesses and the production of books, insurance records and policies, payroll records, and papers relative to any hearing held by it upon complaint.

- (12) The insurance standards used by the Westchester County Electrical Licensing Board will be the standards used by the County of Westchester, as of 2004. Standards subject to change as the County requirements change. They are as follows:

General Liability B.I. and P.D.	\$1,000,000 each occurrence
Automobile Liability	\$1,000,000 C.S.L.
Workmans Compensation	Statutory
New York State Disability	Statutory

All insurance policies must name the County of Westchester as Certificate Holder at the following address - 110 Dr. Martin Luther King Jr Blvd., White Plains NY 10601 and be filed with the Director of Trades Licensing, County Clerk's Office at the time of licensing fee being applied.

- (13) Failure of a Master or Special Electrician to meet the insurance requirements will automatically result in the suspension of that individuals license by the Director of Trades Licensing upon notice.
- (14) All License periods run from January 1st to December 31st yearly. Licenses will expire unless renewed or shelved by January 1st of each year. Renewal of an expired license is only permitted (1) if the person holding the expired license meets one of the criteria of Section 277.707(1)(L)of the Licensing Law; or (2) if the criteria of Section 277.707(1)(L) of the Licensing Law is not met, the person holding the expired license takes and successfully passes the Master Electrician Examination.