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# City of Syracuse

## Electrical Code

City of Syracuse

| Stephanie A. Miner, Mayor

2005

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CITY OF SYRACUSE  
ELECTRICAL CODE

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For The City of Syracuse Electrical Code

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**15.1 Title**

This Chapter shall be known as the Electrical Code of the City of Syracuse.

**15.2 Purpose**

The purpose of this Chapter is to provide for the protection of life and property by insuring the proper installation of any and all electrical installations in the City of Syracuse as provided herein. The provisions contained herein shall constitute the rules regulating a person or persons engaged in the work of electrical installation within the City of Syracuse

### 15.3 Scope

The requirements of this Chapter shall be applicable to the installation, erection, maintenance, alteration, or repair of electric wires or wiring apparatus, conduits, fixtures, fire and burglar alarm systems, or other equipment, either permanent or temporary in nature, which generates, transforms, transmits, or uses electrical energy for light, heat, power, or other purposes, in the City of Syracuse. The installation shall supply adequate illumination and adequate electrical power as required herein for the intended use of each space. Each electric wiring system shall be connected to an adequate and approved source of electric power and shall be maintained so as not to be a potential hazard to life and property.

### 15.4 Definitions.

**15.4.1 "Acceptable Quality"** shall mean work that neither compromises safety nor adversely affects the normal operation of other installed systems, e.g., HVAC, plumbing, security, electrical, etc.

**15.4.2 "Board"** shall mean the Board of Electrical Examiners.

**15.4.3 "Code"** shall mean the Electrical Code of the City of Syracuse.

**15.4.4 "Committee"** shall mean the Joint Standing Codes Committee which is responsible for assisting in the revision of the City of Syracuse Electrical Code, Mechanical Licensing Ordinance and Elevator Code.

**15.4.5 "Corporation"** shall mean an organization that is an artificial person or legal entity created by or under the authority of government.

**15.4.6 "Director"** shall mean the Director of the Division of Code Enforcement.

**15.4.7 "Division"** shall mean the Division of Code Enforcement or such other agency of the City of Syracuse charged with the administration and enforcement of all or a portion of this Code.

**15.4.8 "Dwelling Unit"** shall mean any room or grouping of rooms located within a dwelling forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking, eating, and sanitation by one (1) family.

**15.4.9 "Electrical Systems and/or Equipment"** shall mean any electrical wiring, wiring apparatus, conduits, or other equipment which generates, transforms, transmits, or uses electrical energy for light, heat, power, communications or other purposes.

**15.4.10 "Electrician"** shall mean an individual who is licensed by the Division, or an individual who is supervised by an electrical License holder who installs, erects, maintains, alters, or repairs Electrical Systems and/or Equipment.

**15.4.11 "Emergency Repair"** shall mean any repair which is commenced and necessitated by an equipment failure which occurs at a time when the Office for the Division is not open for the issuance for Permits.

**15.4.12 "License"** shall mean a written license duly issued by the Division and authorizing the individual, firm, or Corporation named therein to carry on the business of an electrical contractor and perform the category or categories of electrical work specified therein.

**15.4.13 "Limited License" or "Limited Electrician's License"** shall mean a License which is issued to a Limited Electrician who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the installation, alteration, maintenance, and repair of any Electrical Systems and/or Equipment in new or old non-transient dwellings designed for, or used for, not more than four Dwelling Units.

**15.4.14 "Limited Electrician"** shall mean any person who possesses a Limited Electrician's License in accordance with the provisions of this Chapter and who is in the business of electrical contracting and/or of installing, altering, maintaining, or repairing any Electrical Systems and/or Equipment to be used for supplying electrical energy for light, heat, power, or for other purposes, as governed by the City of Syracuse Electrical Code, in new or old non-transient dwelling designed for, or used only for, four Dwelling Units.

**15.4.15 "Low Voltage"** means those electrical systems that operate at less than 100 volts AC peak, 70 volts DC, and have current limitations of 1000 volt amperes or less.

**15.4.16 "Master Electrician"** shall mean any person who possesses a Master Electrician's License in accordance with the provisions of this Chapter and who is engaged in the business of electrical contracting and/or of installing, altering, maintaining, or repairing any Electrical Systems and/or Equipment to be used for supplying electrical energy for light, heat, power, communication systems, signs, gasoline pumps, or for other purposes, as governed by the City of Syracuse Electrical Code.

**15.4.17 "Master License" or "Master Electrician's License"** shall mean a License which is issued to a Master Electrician who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. It shall entitle the holder thereof to engage in the business of, and to secure Permits for, the installation, alteration, maintenance, and repair of any Electrical Systems and/or Equipment.

**15.4.18 "Opening"** for the purpose of calculating the Permit fee, shall include but, not be limited to each: receptacle; fixture; switch; furnace; water heater; base board heater; dryer; service drop; transformer; main disconnecting/over-current device; feeder overcurrent device; meter; fire pump/controller; fire alarm initiating device; fire alarm indicating device; fire alarm supervisory device; fire alarm control/aux item; burglar alarm initiating device; motor; and emergency lights/remote heads.

**15.4.19 "Partnership"** shall mean a voluntary contract between two or more competent persons to place their resources and/or services in a business or enterprise with the understanding that there shall be a proportional sharing of the profits and losses.

**15.4.20 "Permit"** shall mean a written order issued by the Division to a person, firm, or Corporation duly licensed hereunder, authorizing the erection, construction, installation, maintenance, or alteration of any electrical service or equipment other than work done pursuant to a Service Order.

**15.4.21 "Proprietorship"** shall mean a small business often owned and controlled by one (1) person.

**15.4.22 "Security/Fire Alarm License holder"** shall mean any individual, company, Corporation or Partnership to whom a license is issued pursuant to Article 6-D of the General Business Law for the State of New York.

**15.4.23 "Service Order"** shall mean a written order issued by the Director or duly authorized representative to an approved power corporation permitting that power corporation to connect the service wires and set the meters for the supply of electricity to a specified electrical installation.

**15.4.24 "Special Electrician"** shall mean any person who possesses a Special Electrician's License in accordance with the provisions of this Chapter and who is engaged in the business of electrical contracting and/or installing, altering, maintaining, or repairing of any Electrical Systems and/or Equipment as governed by the City of Syracuse Electrical Code, to the limited extent which is to be indicated on the License and/or for which qualified under the provisions of this Chapter.

**15.4.25 "Special License" or "Special Electrician's License"** shall mean a License, which is limited in the scope of work to one (1) or more activities as specifically indicated on the License, and in categories as herein enumerated and described, which is issued to any person in a related field who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of License. Electrical work involved in the following categories, identified by the short titles as designated herein, is included within the scope of this License.

**A. Special Electrician's License: Heaters:** Installation, alteration, maintenance, and repair of oil and gas heaters, and their Low Voltage controls, in new or old dwellings intended for, or designed for, or used for not more than four Dwelling Units. This License holder shall be permitted to install a single phase, 120 VAC branch circuit to supply power to the heater. This circuit shall be protected by the manufacturers recommended overcurrent protective device up to, but not to exceed 20 (twenty) amperes.

**B. Special Electrician's License: Low Voltage/Communications:** Installation, alteration, and maintenance of systems that utilize electrical and/or light energy for the purposes of communicating, signaling, annunciating, or controlling electrical or mechanical equipment in buildings, or to use electrical pulses, light energy, audio and/or radio frequencies to transmit data

through wires/cables within buildings. This License holder shall be permitted to install a single phase, 120 VAC branch circuit to supply power to the system(s) the scope of the License allows. This circuit shall be protected by the manufacturers recommended overcurrent protective device up to, but not to exceed 20 (twenty) amperes.

C. Other electrical work which, in the opinion of the Board, does not unduly impair the public safety, may, at the Board's discretion, become part of an existing Special License category or become a separate Special License category.

**15.4.26 "Temporary Service Order"** shall mean a written order issued by the Director or duly authorized representative to an approved power corporation permitting that power corporation to connect the service wires and set the meters for the supply of electricity to a specified electrical installation for a limited period of time.

## 15.5 Regulated Conduct

### 15.5.1 License Required

It shall be unlawful for any person, or a member of a firm, Partnership, or Corporation to engage in or perform electrical work within the City of Syracuse, other than electrical work excluded pursuant to Section 15.10.2B herein, unless such person, or a member of a firm, Partnership, or Corporation has a current License duly issued therefor.

### 15.5.2 Permit Required

It shall be unlawful to do, or to cause to be done, the installation, construction, alteration or repair of any Electrical Systems and/or Equipment as described herein in Section 15.4.9 unless a Permit has been duly issued therefor if required by Section 15.13 herein.

### 15.5.3 Compliance with Electrical Code Required

All electrical work performed within the City of Syracuse shall comply with this Electrical Code.

### 15.5.4 Inspection Authority

The City of Syracuse shall be the sole inspection authority for the City of Syracuse and for facilities owned by the City of Syracuse outside of the geographic City limits and used for governmental purposes. No other inspection agencies will be permitted to inspect any electrical work in the City of Syracuse, unless such electrical work falls outside the scope of the City's jurisdiction.

## **15.6 Conflict with Other Laws**

Whenever a provision of this Code is found to be inconsistent with any provision of any applicable local law, ordinance, code or regulation, the provision or requirement which is the more restrictive or which establishes the higher standard shall prevail. A greater penalty shall not be considered as being more restrictive or establishing a higher standard.

In the event that any portion of this Code or the application thereof to any person or circumstance is adjudged invalid by a court of competent jurisdiction, such judgment shall be limited in its operation to the part, provision, or application 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 Code or the application thereof to other persons or circumstances.

## **15.7 Liability**

This Chapter shall not be construed to relieve or lessen the responsibility or liability of any person or persons owning, operating, controlling, installing, altering or repairing any electrical systems or equipment for damages to person or property caused by any defect therein, nor does the City of Syracuse assume any such liability or responsibility therefor by reason of inspections authorized herein or Permits, or Licenses issued as herein provided.

## **15.8 National Electrical Code**

The latest National Electrical Code sponsored by the National Fire Protection Association, as hereinafter and from time to time amended, is hereby adopted and made a part of the Electrical Code of the City of Syracuse.

The printing of such National Electric Code in the annual proceedings is hereby dispensed with pursuant to the provisions of local law 29.72.

Notwithstanding any provision contained in the latest National Electrical Code, NFPA, Pamphlet 74, Chapter 2.2.4.1, Chapter 2.4.1 and Pamphlet 72E, Chapter 2.6.1 through 2.6.7, interconnection of smoke detectors and multiple levels of protection shall not be required for residential occupancies where a smoke detection system is or will be installed which includes as an integral part thereof an automatic notification and telephone confirmation system.

## **15.9 Board of Examiners**

### **15.9.1 Composition**

There shall be established a Board of Electrical Examiners, to consist of six (6) voting members as provided herein, who shall serve with compensation and who shall be appointed by the Mayor. The voting members of the Board shall include two (2) electrical engineers, who are

registered professional engineers in the State of New York; two (2) electrical contractors, who possess Master Electrician's Licenses, one (1) of whom shall be union-affiliated and one (1) non-union, one (1) representative of the Journeymen; and one (1) member of the general public. There will be two (2) non-voting members on the Board who will serve without compensation, the Chief of the Syracuse Fire Department or his designee, and the Director of Code Enforcement or his designee. The members of the Board shall elect a chairperson and a secretary from the voting members of the Board to serve for a two-year term.

### **15.9.2 Quorum of the Board**

Four (4) voting members of the Board shall constitute a quorum and the votes of a majority of all voting members present shall be necessary for any official action. In the event that the chairperson is not present at a meeting, an acting chairperson will be selected from the members of the Board, and such person shall retain his voting rights.

### **15.9.3 Appointment and Term**

The members of the Board shall be appointed by the Mayor and shall serve for four-year terms, or until their successors are appointed, except that the Mayor may provide that four (4) of the members first appointed, hereunder, shall serve for a two-year term. The Director of the Division of Code Enforcement and the Chief of the Fire Department or their designees will serve on the Board as long as they are employed in that position with the City of Syracuse.

### **15.9.4 Powers and Duties**

The Board shall be responsible for the establishment and maintenance of a City licensing system for electricians. They shall establish the minimum qualifications and they shall review and approve applicants for any City Electrician's License based upon the qualifications established herein and shall develop examinations, therefore, pursuant to Section 15.11. The Board shall be responsible for conducting hearing to investigate alleged deviations from this Code's requirements. It shall conduct the hearings as detailed in Section 15.12.4. The Board shall also be responsible for the continuous review, revision, and interpretation of the Code.

### **15.9.5 Meetings**

Meetings shall be called, at the discretion of the Chairperson, or at the written request of a Board member, provided that such written notice is delivered to the Chairperson at least five (5) working days in advance of such special meeting. Such special meetings shall be held within ten (10) working days of receipt of said request. A quorum of the members must be present in order to open any meeting. All meetings of the Board must be publicized and open to the public as is required by Public Officers' Law, Article 7 (Open Meetings Law), unless an Executive Session is called in conformance with said laws.

### 15.9.6 Rules and Regulations

The Board shall establish and publish rules and regulations governing its administration of examinations pursuant to Section 15.11.

### 15.10 Licenses

#### 15.10.1 Categories:

Licenses shall be issued in one or more of the following categories as defined in Section 15.4 above:

- A. Master Electrician's License
- B. Limited Electrician's License
- C. Special Electrician's License

#### 15.10.2 License Required

A. No person or persons shall engage in, or conduct the business of, installing, altering, maintaining or repairing any electrical system or equipment in the City of Syracuse unless licensed therefor, pursuant to this Chapter, or unless working under the direct supervision of an Electrician who is licensed pursuant to this Chapter and who carries the full responsibility of the electrical work performed under his jurisdiction as his primary duty. No Proprietorship, Partnership, firm or Corporation which is engaged in, or is conducting the business of, installing, altering, maintaining or repairing any Electrical Systems and/or Equipment in the City of Syracuse which requires a License by the terms of this Chapter shall perform such work without an owner thereof or at least one (1) person in his employ, who shall be a qualified Electrician, duly licensed in accordance with the provisions of this Chapter, and who shall assume the responsibility for his own work and that of any unlicensed Electrician under his jurisdiction.

In the event of the death, disability for a period of thirty (30) days or termination of the License holder's employment, the firm or Corporation, which employed said License holder, may only continue in business for one hundred twenty (120) days to complete existing Permit work without a License holder and to give the firm or Corporation adequate time to obtain a qualified License holder.

B. A License shall not be required by provisions of this section for persons executing the following classes of work:

1. Maintenance and repair of electrical controls for elevators, dumb waiters or escalators.
2. The connection or disconnection of portable plug-in appliances to permanently installed receptacles, or the attachment or disconnection of input terminals of electrical appliances; the replacement of defective devices with directly interchangeable types, i.e.,

fuses, lamps, switches (when enclosing boxes are not disturbed), receptacles, sockets, motors, transformers, ballasts, relays, timers, heaters, circuit breakers or fuseholders that are part of a control assembly and similar devices that generally do not disturb the fixed wiring system; any electrical work performed on portables themselves or within the internal assembly of appliances; all classes of normal adjustments to electrical devices; and the rewinding and repair of motors and similar devices.

3. Manufacture, assembly or testing of electrical machinery, apparatus, materials or equipment by any individual, firm or Corporation engaged in manufacturing thereof as its principal business, but not including any permanent wiring other than that involved in testing or making electrical connections on such machinery, apparatus or equipment.

4. Installation, alteration or repairs by public service electrical companies of wiring, devices, appliances or equipment for use in generating, transmitting, distributing or metering electrical energy.

5. The maintenance of any existing electrical system or equipment by any person, firm or Corporation when performed on the premises owned or leased by such person, firm or Corporation with experienced workmen regularly employed for such purposes provided said maintenance does not include any new installations or alterations.

6. Installation, alteration or repair of wiring, devices, appliances or equipment for use in transmitting energy, operating signals, and gathering or transmitting information for official City or departmental purposes, by City of Syracuse Police and Fire personnel, working under the direct supervision of members of their respective departments who have been tested and found qualified by the Board.

#### 15.10.3 Who May Obtain License:

A. A License shall be granted to an applicant who has proven to the satisfaction of the Board that he is a competent electrician qualified to do electrical contracting, construction and installation work, and electrical wiring, and by passing the licensing examination to show that he possesses a working knowledge of electricity and the natural laws and functions of electricity and of appliances, apparatus and devices for electric light, heat and power purposes used and required in the scope of work for which he is making application, combined with a practical working knowledge of the City ordinances relating to electrical work and the provisions of the National Electrical Code.

B. No person shall be examined by the Board for a Master Electrician's License unless he shall have a minimum of ten (10) years experience directly related to the electrical industry, of which five (5) years shall have been working directly on the installation and maintenance of electrical systems, and three (3) of those five (5) years shall have been on new construction of commercial and/or industrial installations.

C. No person shall be examined by the Board for a Limited Electrician's License unless he shall have a minimum of five years experience directly related to the electrical industry, of which

a minimum of three years shall have been working directly on the installation and maintenance of electrical systems, and one of those three years shall have been on new residential construction.

D. No person shall be examined by the Board for a Special Electrician's License: Heaters unless he shall have a minimum of three years experience installing residential heating equipment.

E. The Board may, in its discretion, adjust the requirements of this section in unusual cases where a person's training and experience shall, in the opinion of the Board, be the substantial equivalent of the foregoing requirements. For purposes of establishing and standardizing applicants' qualifications in each of the License categories, one (1) year's experience is defined as two (2) thousand hours.

1. For Master Electrician's License applicants, a total of not more than five (5) years credit toward the ten (10) year minimum may be given for the following:

- a. Satisfactory completion of a registered, four year electrician program - 4 years credit, or
  - b. Associate Degree from a two-year technical school in Electrical Technology or a Bachelor Degree in Electrical Engineering from accredited schools - 2 years Credit.
  - c. Experience in electrical design in a consulting engineering office at the rate of one (1) year credit for two (2) years experience up to a maximum of three (3) years credit.
2. For Limited Electrician's License applicants, a total of not more than two (2) years credit, except in the case of completion of apprentice program, toward the five (5) year minimum may be given for the following:
- a. Satisfactory completion of the electrician apprentice program - 4 years credit, or
  - b. Associate Degree from a two-year technical school in Electrical Technology - two (2) years credit.
3. For a Special Electrician's License, a total of not more than two (2) years credit, except in the case of completion of apprentice program, towards the three (3) years minimum may be given for the following:

a. Satisfactory completion of the electrician apprentice program - 4 years credit, or

b. Associate Degree from a two-year technical school in Electrical Technology - two (2) years credit.

#### 15.10.4 Application for License:

An application for an electrical License shall be made to the Board on forms provided by the Division and shall contain the following information:

- A. The category of License being applied for.
- B. The name, residence, business name, and business address and telephone number of the applicant.
- C. A summary of the applicant's experience, indicating the beginning and ending dates of the employment, apprenticeship or education which qualifies the applicant to take the examination, and the names and addresses of such employers or schools. The Board may request whatever additional information it feels is essential to decide on an applicant's eligibility.
- D. A statement as to whether the applicant has previously applied for an Electrician's License in any category and taken an examination.
- E. A statement as to whether the applicant has previously held an electrical License in the City of Syracuse, and whether such License has ever been revoked or suspended.
- F. A statement as to whether the applicant has ever been convicted of a felony or misdemeanor and, if so, the precise nature of such conviction(s).
- G. A statement as to whether the applicant has any criminal charges pending against him and, if so, the precise nature of such charges.
- H. Such other information as may reasonably be required by the Division. Each application for a License shall be signed by the applicant under penalty of perjury. Each application shall be accompanied by a check or money order for the amount of the fee required by Section 15.14.

Applications shall be submitted to the Division within the time period established by the Board.

#### 15.10.5 Review of Applications:

The Division shall hold all applications for electrical Licenses until the end of the application period established by the Board. The Board shall then determine whether the respective applicants meet the qualifications prescribed herein for examination in the category in which the License is sought. If the applicant qualifies, the Division shall notify him of the time and place of the next examination. In the event that the Board finds the applicant not qualified to take the desired examination, it shall so notify him in writing and state the reasons for its findings and notate any credit given for previous experience and education. In addition, in such cases, the application fee shall be returned to the applicant.



#### 15.10.6 Issuance of Licenses:

A License shall be issued by the Division to each applicant who has been approved by the Board and satisfied the requirements as stated in Section 15.10.3. The Board shall notify the Director in writing of the names and addresses of the successful candidates. The Licenses shall be dated and numbered and shall remain in effect for the duration of the calendar year in which they are issued unless suspended or revoked as provided herein.

#### 15.10.7 Expiration and Renewal of Licenses.

A. Each License shall expire on the December 31st following the date of its issue or renewal, and shall be renewed by the Director of the Division of Code Enforcement upon application of the holder of the License, the payment of the required fee at any time within thirty (30) days from the date of such expiration and the submission of proof of the necessary insurance. Failure to renew a License within the above mentioned thirty (30) days, shall be considered abandonment of said License.

B. The applicant shall make application for renewal of his License on the form provided in the office of the Division of Code Enforcement at least thirty (30) days before the expiration of his existing License. The applicant shall specifically state for which type of License he is applying for renewal, and in the case of a Special License, for which specialty or specialties he is making application for renewal. The applicant shall pay a total license fee for renewal at the time application for renewal is made and shall satisfy the insurance requirements.

C. All Licenses are renewable for a twelve-month period. Any person holding a valid License will not be subject to take a formal examination to obtain renewal of his License. In the event of disability of the individual licensee, the time of renewal shall be extended to six (6) months after the date of expiration. Unless the Director of the Division of Code Enforcement is so notified in writing of the disability within the thirty (30) day period preceding the expiration date of a License, failure to renew a License within the thirty (30) days shall be considered abandonment of said License.

D. Persons whose Licenses have been cancelled may obtain a new License via examination in accordance with the procedures established herein after a period of not less than one year from the date of cancellation.

E. The successful applicant shall obtain the renewal of his License from the Director of the Division after the total renewal fees and insurance requirements have been met. The applicant, upon acceptance of the renewal, reiterates his agreement to the conditions of acceptance as outlined in Section 15.10.10.

#### 15.10.8 Holder of License:

Each license card and certificate issued in accordance with the provisions of this Chapter shall specify the name of the person, who shall be known as the holder of the License.

#### 15.10.9 Insurance Requirements

All holders of any City electrical License, including all new applicants who have passed the examination for an electrical License, shall file with the City at the time of renewal or issuance of their electrical License, a certificate of insurance demonstrating that the License holder has the statutory Workers' Compensation and Employers' Liability Insurance in addition to Bodily Injury and Property Damage Liability coverage. The certificate of insurance shall show that the City of Syracuse is an additional insured for any event or occurrence relating to the License and/or any Permit issued by the City. The Board shall establish the minimum levels for insurance coverage.

#### 15.10.10 Responsibilities of Licensee

It shall be the responsibility of each holder of an electrical License issued hereunder to:

A. Perform or cause to be performed all electrical work done by him or under his supervision in accordance with this Chapter, Article 110 of the National Electric Code, and other applicable laws, rules or regulations, and in accordance with the terms, plans and specifications of any Permit issued therefor.

B. Be knowledgeable in and about the work being performed and/or supervised such that an Acceptable Quality of installation is maintained throughout and upon completion of all work.

C. Maintain an active role in the day-to-day direct supervision of any workmen, journeymen or apprentices, if any, under his supervision.

D. Have the License on his person at all times when performing electrical work and present it upon request of an authorized representative of the Division.

E. Obey any order duly issued under authority of this Code.

F. Not to sell, lend, rent, or in any manner transfer or assign his License, name, and/or License number to any other individual; nor shall any individual make use of a License, name or License number, which is not actually his own. Every such License may, after due notice and hearing to the holder thereof, be suspended or revoked by the Board for failure or refusal of the licensee to comply with the City ordinances and National Electrical Code requirements of for other cause deemed sufficient by the Board, including the selling, lending, renting, transferring, or assignment of any License, contrary to the provisions of this Chapter.

G. Maintain with the Division, at all times, an accurate registration of his home address, business employer, business address, and telephone number. A post office box will not be accepted as a home address.

H. Notify the Division immediately in the event that he, the active License holder, either leaves the employ of a firm or Corporation or is incapacitated for a period of thirty (30) days, so that he is unable to fulfill the supervisory responsibilities as specified in Sections 15.10.10.A and

15.10.10.B above. In such event, the firm or Corporation must employ another License holder and submit to the Division the information specified in Section 15.10.4 in order to obtain new Permits and to continue in business. Furthermore, such firm or Corporation may only continue in business for one hundred twenty (120) days to complete existing Permit work without a License holder. A License holder shall not be employed by more than one company engaged in the installation of electrical systems at the same time.

I. Employ qualified workmen, apprentices, journeymen, to perform electrical work done in the name of the licensee.

J. Provide minimum safety measures and equipment to protect workmen and the public, as prescribed by this Code or other applicable rules or regulations.

K. Pay any fee or penalty assessed pursuant to this Code.

L. Except for the situation set forth in Paragraph H above, in the event that the licensee is not an owner of the electrical contracting company, the licensee must demonstrate that he has been employed by said company for a minimum of one (1) year before the licensee will be eligible to secure a Permit for said company.

## **15.11 Examinations**

### **15.11.1 Standards**

A. The Board shall set standards for the examination of applicants for Master, Limited, and the respective Special Licenses. Additionally, the Board shall develop, prepare, select and/or adopt examinations that are consistent with the provisions of this Code and the safety and welfare of the public.

B. Examinations shall be designed to test the skills, technical knowledge and knowledge of pertinent laws and regulations, including this Code. The exam shall be a written exam. The Board shall review the standards and examinations annually to keep them current with changes in applicable codes and technical practices.

### **15.11.2 When Held**

Examinations shall be held semi-annually. A notice of the time and place of the examination shall be published twice in the official newspaper of the City; such publications shall occur at least seven days apart, and the second notice shall be published at least seven days prior to the date of qualification review. The Board may schedule additional examinations, provided notice of such examination is published as provided herein.

## **15.11.3 Conduct and Rating of Examinations**

A. Written examinations may be physically prepared by the Board, or by a third-party selected by the Board after the Board has determined that the third-party has the requisite professional skill and expertise to prepare written examinations that will satisfy the requirements of Section 15.11.1. Additionally, the Board may administer and grade the examinations or select a third-party to administer and grade the examinations.

B. In the event that the Board selects a third-party to prepare the written examination, administer the examination and/or grade the examination, the Board shall remain under this Electrical Code as the examiner of all applicants for an electrical License of any category who take the written examination prepared by, administered by and/or graded by the third-party. Additionally, any third-party prepared, administered and/or graded written examination shall be considered to be the Board's examination for all purposes of this Electrical Code.

C. The Board shall advise the Director of each candidate's score, and the Director, in turn, shall advise each candidate of the results of their examination. An appropriate License must be issued to each successful person within thirty (30) days after notification of the examination results, provided said individual has fulfilled the fee and insurance requirements.

D. Each candidate who did not achieve a passing score shall be advised that they may inspect their own examination paper within two weeks of the exam. All examination papers shall be kept in a secure place by the Director of the Division for at least three years. Any person feeling aggrieved by the conduct, rating, or content of an examination shall have a right to be heard by the Board.

E. Any person who has failed an examination a second time shall not be eligible for re-examination for the same License until at least twelve (12) months from the date of such second examination shall have expired. The Board shall provide an appeal procedure in its rules and regulations.

## **15.12 Enforcement**

### **15.12.1 Scope of Responsibility:**

Any person who has obtained a License, pursuant to this Chapter, shall be responsible for the conduct of himself, his agents, servants, and employees.

### **15.12.2 Liability:**

Any person who is found guilty of violating any provision of this Chapter shall be subject to the penalties described herein.

### 15.12.3 License Revocation and Other Disciplinary Action:

No person described in Section 15.12.1 shall have any License issued by the City pursuant to this Chapter revoked or suspended or be subjected to any disciplinary action provided in this Chapter except for misconduct shown after a hearing upon stated charges.

### 15.12.4 Disciplinary Procedure and Penalties

#### A. Procedure

A License holder against whom penalties are proposed shall have written notice thereof and the reasons therefor, shall be furnished a copy of the charges preferred against him and shall be allowed at least ten (10) days for answering the same in writing. Such written notice shall be mailed by First Class Mail to the last address of the License holder filed with the Division. A hearing upon such charges shall be held by the Board. The person against whom charges are preferred shall be entitled to be represented by counsel, to summon witnesses on his own behalf, and to cross-examine those witnesses who testify against him. The burden of proving misconduct shall be upon the person alleging the same. Compliance with technical rules of evidence shall not be required.

#### B. Penalties

1. A License holder or non-licenseholder, who shall violate any of the provisions of this Chapter shall be guilty of a misdemeanor and upon conviction thereof, by a court of competent jurisdiction, shall be punished by a fine not to exceed \$150 or by imprisonment for a period not to exceed one hundred fifty (150) days or both for each individual violation.
2. If the License holder is found guilty of charges pursuant to this Section, a penalty may be imposed by the Board. Such penalty may consist of suspension or revocation of any Licenses issued by the City pursuant to this Chapter, or a civil penalty not to exceed \$500 for each individual violation, or both, provided, however, that no License may be suspended for a period exceeding ninety (90) days.
3. A non-licenseholder, who shall violate any of the provisions of this Chapter shall be subject to civil penalty not to exceed \$500 for each individual violation, to be collected by the Corporation Counsel by civil action or proceeding.
4. The penalties provided for herein shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law. Any and all penalties may be pursued concurrently or consecutively and the pursuit of any penalty shall not be construed as an election or the waiver of the right to pursue any and all of the others.

### 15.12.5 Review

Any License holder aggrieved by a decision of the Board pursuant to this Section may apply to the Supreme Court for relief by a proceeding under Article 78 of the Civil Practice Law and Rules. Such proceeding shall be governed by the provisions of Article 78 of the Civil Practice Law and Rules, except that it must be instituted as therein provided within thirty (30) days after service of the Board's decision on the person alleged to be aggrieved.

### 15.13 Permits

#### 15.13.1 When Required

A. No License holder shall commence or perform any electrical work within the City of Syracuse without first obtaining a separate Permit as provided herein for each building or installation in which the electrical work is to be done.

B. For intrusion alarm and heat/smoke detecting systems, a Permit is required in the following instances:

1. new installations of a heat/smoke detecting or intrusion alarm system.
2. extension of an existing heat/smoke detecting system.
3. change from an interior to a perimeter intrusion alarm system or the addition of an interior or perimeter intrusion alarm system to an existing system.

#### 15.13.2 Who May Obtain Permit

No Permit required hereunder for electrical work shall be issued except to a person holding a current, active License duly issued pursuant to Section 15.10 of this Code which is adequate to perform the electrical work described in the application for such Permit.

#### 15.13.3 Application for Permit

A. An application for an electrical Permit shall be made on forms provided by the Director and shall contain the following information:

1. The full name, address and telephone number of the License holder.
2. The category, number and date of issuance of the applicant's Licenses.
3. A brief description of the nature of the proposed electrical work.
4. The business name, business address, business telephone number of the person, firm or Corporation who will do the work.

5. The site or location of the proposed work, and the name, address and signature of the owners or agents thereof.
  6. A statement of the present and proposed use and occupancy of the premises where the electrical work is to be done.
  7. The signature of the License holder.
- B. Each application for an electrical Permit shall be accompanied by triplicate copies of plans and specifications including all relevant details of the existing system and proposed installation or alteration.
- The aforementioned relevant details should include the following:
1. The name, signature and address of the person or firm responsible for preparation of such drawings and specifications and the seal of the engineer(s) or architect(s) responsible for the preparation of such drawings and specifications shall be stamped on each drawing and signature affixed thereto in accordance with Article 145 or 147 of the Education Law of the State of New York.
  2. A complete electrical layout with a service diagram showing load breakdown and sizes of service and feeder conductors and location of feeder panels.
  3. Calculations indicating the determination of sizes for all electrical wiring and equipment.
  4. Complete elevator layout.
  5. Amendments, if any, to the application or to the plans and specifications accompanying the same shall be filed with the Division and approval therefor obtained prior to the commencement of any change in the work.
- C. Prior to an application for a Permit for an intrusion detection alarm or combination intrusion detection alarm/smoke alarm system, the Security/Fire Alarm License holder shall submit to the Chief of Police the following information:
1. A general description of the type of system being installed. Included in this description should be an indication of whether it is an interior or perimeter system. More specific information shall be made available, on a needs basis, upon the request of the Police Department.
  2. A description of any hazardous or disabling devices.
  3. The names, addresses and phone numbers of the subscriber and two other persons who can be contacted in the event of an emergency to secure the premises.

D. The Director may in his discretion accept a written description thereof in a form to include a detailed statement of each occupancy and location within each occupancy of any and all new electrical system work and/or equipment to be performed or installed in order to facilitate any and all required inspections, providing that said work and/or equipment does not include the installation or modification of an intrusion detection alarm system. In such case, plans and specifications must be submitted to the Syracuse Police Department detailing said alarm system as provided in Section 15.13.3.C.

E. Each application shall be accompanied by the applicable fee as provided in Section 15.14. When an application includes, as required herein, detailed plans and specifications, and in the event such application is not approved, or the Permit is not issued for any reason, the applicant shall be entitled to a refund to 50% of the fee paid or any amount that is in excess of \$25.00, whichever is higher, provided no work has been commenced. If work has been started, no part of the fee shall be refunded.

#### 15.13.4 Issuance or Denial of Permit:

A. All applications for Permits shall be dated, numbered and taken up in the order received. The Director shall examine or cause to be examined all applications for Permits and the plans, specifications and documents filed therewith. Nothing herein shall require the Director to approve or disapprove the application within such period if necessary reviews by other agencies or departments have not been completed.

B. If the Director determines that the application and the work described therein conform to all the requirements of the applicable laws, codes and regulations and upon receipt of the legal fees therefor, the Director shall approve the application and issue an electrical Permit to the applicant upon the form prescribed and shall affix the date and his signature or cause his signature to be affixed thereto. The Director in his discretion may attach such conditions to this approval of the application and issuance of the Permit as may be required to assure compliance with this Code and other applicable laws or regulations. Where the work to be done includes the installations of (pre-fabricated) electrical appliances, the Permit shall be issued subject to the condition that such installation shall conform to the manufacturer's specifications.

C. Upon approval of this application, each set of plans and specifications shall be endorsed with the date and the word "Approved." One set of such approved plans and specifications shall be retained in the files of the Department; one set shall be kept by the applicant at the building site open to inspection by the Director or his authorized representative at all reasonable times.

D. If the application together with plans, specifications and other documents filed therewith describe proposed work which does not conform to all of the requirements of the applicable laws, codes and regulations, the Director shall disapprove the same and shall return the plans and specifications to the applicant. Upon the request of the applicant, the Director shall cause such refusal, together with the reasons therefor, to be transmitted to the applicant in writing.

E. An application which has been disapproved may be resubmitted with such modifications and support data as the applicant believes will overcome the objections to its approval, and the

Director in his discretion may waive the payment of additional fees if such application is resubmitted within one hundred eighty (180) days of the return to the applicant of the original plans.

F.No Permit shall be issued except to the City of Syracuse for electrical work upon any property taken or proposed to be taken for a public use or purpose after the adoption of an ordinance declaring the intention of the City of Syracuse or a duly authorized agency thereof, to acquire the same for such public use or purpose; provided, however, that nothing herein shall prohibit the issuance of such Permit if the work therein described to be done has been ordered by a duly authorized public official in order to correct or abate a condition that is dangerous to life, health or public safety, or if the issuance of such Permit has been approved by the Common Council.

G.The issuance of a Permit or the approval of drawings and specifications shall not be construed to be a Permit for, nor an approval of, any violation of or deviation from the provisions of this Code or any other ordinance, law, rule or regulation. A Permit issued shall be invalid if, in the work completed, a violation of this Code, or deviation therefrom, ensued. When such violation occurs, the Permit shall be deemed to be cancelled and the electrical installation shall be made to conform with the provisions of this Code or shall be removed.

H.The issuance of a Permit, based upon drawings and specifications, shall not prevent the Division from thereafter requiring the correction of errors in said drawings and specifications or from stopping unlawful electrical installations being carried on thereunder.

I.Where a Permit is issued and such Permit is found to be a duplication or the job is located outside the City, the Permit shall not be transferable or refundable.

#### 15.13.5 Responsibilities of Permit Holder

All work shall conform to the approved application, approved plans and specifications, and all approved modifications to said plans and specifications, and shall be performed in accordance with the provisions herein and any applicable laws, ordinances, rules and regulations, including the inspection requirements of Section 15.15. The issuance of a Permit shall not be deemed to be a waiver of any requirements of applicable laws, codes or regulations, unless otherwise expressly provided herein. Any work started and not completed shall be left in a safe and secure condition. It shall be the responsibility of the electrical contractor to report to the Division, in writing, any violations of this Code that are encountered during the course of the execution of this electrical work. The Electrician shall not make any connection to any work done, or shall he connect any work that has not been described under his Permit application. Any electrical work done prior to, or in addition to, the work described in the application must be reported to the Division.

#### 15.13.6 Expiration and Renewal

A.Any Permit issued hereunder shall expire:

1.If the work authorized by such Permit is not commenced within six (6) months

after the date such Permit was issued, or within such shorter period as the Director or his duly authorized representative in his discretion may specify at the time the Permit is issued.

2.If the work is suspended or abandoned for a period of sixty (60) days, or such shorter period as the Director or his duly authorized representative may specify at the time the Permit is issued, after the work has been started.

B. For good cause, the Director may allow an extension of the foregoing period at his discretion.

C. Expired Permits shall be cancelled and no refund of the Permit fee shall be made. Before the work can be commenced or resumed, a new Permit shall be obtained. The fee therefor shall be twice the amount required for the original Permit, provided that no substantial changes have been made in the original plans and specifications, and provided further, that such suspension or abandonment has not exceeded one year. The Director may waive the fee for such new Permit if the imposition of such fee would pose a hardship on the applicant.

#### 15.13.7 Revocation of Permit

A.The Director or his duly authorized representative may revoke an electrical Permit theretofore issued in the following instances:

1.Where he finds that there has been any false statement or misrepresentation as to a material fact in the application, plans or specifications on which the Permit was based;

2.Where he finds that the electrical Permit was issued in error and should not have been issued in accordance with the applicable law;

3.Where he finds that the work detailed under the Permit is not being performed in accordance with the provisions of the application, plans or specifications or with applicable laws, codes, regulations or conditions of the Permit; or

4.Where the person to whom an electrical Permit has been issued fails or refuses to comply with a stop order issued by the Director or his duly authorized representative.

B.Notice of such revocation and the reason therefor shall be in writing and shall be served upon the owner and the person to whom the Permit was issued, if other than the owner, in the manner provided in Section 15.12.4. Such revocation shall be effective forthwith.

#### 15.13.8 Stop Work Orders

Whenever the Director or his designee has reasonable grounds to believe that electrical work on any building, structure or property is being performed in violation of the provisions of the applicable laws, codes, or regulations, or is not in conformity with the provisions of the application, plans, specifications, or the conditions on the basis of which the electrical Permit was issued, or is being performed in an unsafe and dangerous manner, he shall order the owner

of the property, and the person to whom the Permit was issued, if other than the owner, to suspend all work, and any such person shall forthwith stop such electrical work and take such precautionary measure as required for the protection of the public, until the stop order has been rescinded. A written copy of such order and notice stating the conditions under which the work may be resumed shall immediately thereafter be served upon a person to whom it is directed in the manner provided in Section 15.12.4. No electrical work shall be resumed on such building, structure or property unless the Division has rescinded such stop work order. Upon refusal or failure to comply with such order, in addition to the penalties otherwise provided herein, the Director may initiate the necessary action to compel the cutting of electrical current to such installation until the same has been placed in a safe condition, if he deems such measure necessary for the protection of the public.

#### **15.14 Fees**

##### **15.14.1 Payment**

No electrical Permit, License or certificate shall be issued hereunder unless the applicable fee as enumerated herein shall have been paid. All fees shall be paid by check or money order payable to the Commissioner of Finance.

##### **15.14.2 No Refunds**

When any certificate, License, or Permit shall have been revoked or suspended, no refund of any portion of the fee therefor shall be made.

##### **15.14.3 When and Where Required**

###### **A. Payment Required**

No Permit, License or certificate shall be issued until all required fees, including the applicable plan review fee, if any, have been paid.

###### **B. Double Fees**

Except in the case of "Emergency Repairs", the fee shall be doubled when work has been started before the Division of Code Enforcement has issued the Permit therefor and/or when the applicant has understated or otherwise failed to disclose the complete cost and/or scope of the project.

###### **C. Exempt Projects**

No fee shall be charged for municipal, county, state or federal governmental projects.

#### **D. Permit Filing Fees**

1. The base filing fee for Permits for installing, altering or extending an electrical installment shall be as follows:

\$60.00 commercial, new construction/additions;  
\$40.00 commercial, renovation/remodeling;  
\$30.00/unit for one & two family dwellings, new construction/additions;  
\$25.00/unit for one & two family dwellings, renovation/remodeling;  
\$25.00/unit for multiple dwellings, new construction/additions; and  
\$75.00 for the first three units, plus \$5.00/unit thereafter for multiple dwellings, renovation/remodeling.

2. In addition to the base filing fees set forth in subparagraph (1), an additional fee of \$2.00 for each Opening shall be assessed.

3. For those situations where no terminations are involved, such as meter sets, service disconnects and reconnects in which the Division renders solely an administrative service, the Permit fee shall be \$25.00.

#### **E. Inspection Certification Fees**

Fees for non-permit related inspection certification for buildings, structures and/or components thereof including, but not limited to swimming pool electrical inspection certifications required by the New York State Sanitary Code and inspection certifications for places required prior to the issuance of City Licenses, shall be as follows:

\$25.00 base filing fee, plus

\$20.00/unit of inspection or occupancy

#### **F. Plan Review Fees**

The fee for the review of those plans submitted for non-over-the-counter-review shall be \$25.00 when the electrical component of the project costs less than \$33,000.00. When the electrical component costs \$33,000.00 or more, the plan review fee shall be \$25.00 plus \$0.75 per \$1,000.00, or fraction thereof, of the electrical component cost of the project. This fee shall be due and payable at the time the plans are submitted for review.

#### **G. Certificate of Occupancy Fees**

No Certificate of Occupancy shall be issued until a \$25.00 fee for the electrical component thereof has been paid.

**H. Certificate of Completion**

1. Within three days after the completion of any work, performed pursuant to an electrical Permit, which does not require a Certificate of Occupancy, the License holder shall file an affidavit with the Director of Code Enforcement stating that said work has been performed and substantially completed in accordance with the plans and specifications submitted for the Permit, and the applicable codes. This affidavit shall be known as the application for a Certificate of Completion. No Non-Certificate of Occupancy related Permit may be finalized until this application has been properly filed, the fee as determined hereinafter has been paid, the project inspected and approved, and a Certificate of Completion issued therefor.

2. No fee shall be charged for municipal, county, state or federal governmental projects.

3. The fee for a Certificate of Completion shall be \$25.00.

4. The fee is to be paid by check or money order at the office of the Division of Code Enforcement and is due and collectable at the time the permit application is filed.

**I. Administering Tests and Issuing Licenses Fees**

The fees for administering tests and issuing Licenses for the various classes of License holders shall be:

LICENSE	TEST	INITIAL	RENEWAL
Master	\$ 200	\$ 300	\$ 250
Limited	100	150	125
Special	75	150	125

Any License holder who permits his License to lapse for any reason shall pay double the renewal fee to reinstate his License. Any License that has lapsed for a period of sixty (60) days beyond the expiration date of said License shall be deemed abandoned. Reinstatement shall be upon petition to the Board, which may require retesting as a condition of reinstatement.

**15.15 Inspections and Orders**

**15.15.1 When Required**

A. Except in the case of intrusion detection alarm system installations, no person, firm or Corporation shall connect its service wires, set its meters and/or supply electricity to any electrical installation unless such installation shall have been inspected and approved by the Division, and the Division shall have issued a Service Order for such service connection. Intrusion detection alarm systems shall be covered by the procedures outlined in Section

**15.15.1.F.**

B. Electrical Permit Inspection Record cards shall be prominently displayed within the vicinity of the interior service panel at all times during the progress of the electrical work so as to be readily seen.

C. The Electrical Permit Inspection Record card shall include the information requested by the Division and shall be maintained in such location until the work has been completed and final inspections made. Upon completion of the work and after all necessary inspections have been made and properly signed by personnel of the Division, such record card shall be returned to the Division by the inspector or the construction Permit holder.

D. Work shall not be performed on any portion of a building, structure, or utility beyond the point indicated in each successive inspection without first obtaining the approval of the Division. Such approval shall be given only after an inspection shall have been made of each successive step in the construction as indicated by each of the inspections in this Chapter.

E. It shall be required that least the following inspections be made of electrical work, and each phase shall be approved before a contractor moves onto the next phase. At least 24 hour notification shall be given to the Division before a required inspection.

1. Initial - Approval required prior to the covering of any wall, floor, ceiling or underground facility where electrical work has been performed.

2. Service Hook-up - Approval required prior to issuance of Service Order or Temporary Service Order.

3. Final - When the installation is completed and the system is operational, approval is necessary prior to the issuance of a Certificate of Occupancy.

Additional inspections may be required by the Director for the purpose of ascertaining progress.

F. Whenever any work is covered or concealed by additional work without first having been inspected as required, the Division may order, by written notice, that such work be exposed for examination. The work of exposing and recovering shall not entail expense to the City. In the case of security system installations, the only inspection that will be required will be at the time of hookup, regardless of whether the hookup is to an existing service, or a new circuit or service is being added. Upon completion of the installation the License holder will notify the Division that the work was done properly and in conformance with all applicable codes, rules and regulations. Such notification will generate the inspection required for the Certificate of Completion.

### 15.15.2 Temporary Service Orders:

The Division may issue a Temporary Service Order, effective for a period not to exceed thirty (30) days from the date of issuance, authorizing any licensed person, firm or Corporation to connect its service wires, set its meters and/or supply electricity to:

- A. A temporary decorative electrical installation.
- B. An incomplete electrical installation.

### 15.15.3 Emergency Service Hook-Ups:

A. In emergency situations (storms, fires, accidents, etc.) where a landlord, property owner, or his authorized representative, requests a licensed electrical contractor to make an emergency hook-up during a weekend, a holiday, or after the Division's normal work day, the licensed electrical contractor shall call Niagara Mohawk's Tracer File Division, give his name and Electrician's License number, and arrange for the emergency hook-up. On the first working day of the Division, after the emergency hook-up has been performed, the licensed electrical contractor shall make application for the necessary Permit and pay the appropriate fee. If a contractor mails his Permits to the Division, and the Permit transmittal is postmarked for the first working day after the emergency hook-up, the application will be treated the same as if he had physically applied at the permit desk.

B. If a licensed electrical contractor fails to obtain the necessary Permit the next working day, he will automatically be assessed a double fee when the Permit is pulled. If said licensed electrical contractor fails to obtain the required Permits, or if he habitually makes application for said Permit in a tardy manner, the Division will refer the problem to the Board for disciplinary action.

## 15.16 Joint Standing Codes Committee

### 15.16.1 Composition

A. There shall be established a Joint Standing Code Committee, to consist of 14 members as provided herein, who shall serve without compensation and who shall be appointed by the Mayor. The Committee shall include: (1) a Master Electrician's License holder who also serves on the existing Board of Electrical Examiners; (2) a professional engineer who also serves on the existing Board of Electrical Examiners; (3) a licensed mechanical contractor who also serves on the existing Board of Mechanical Examiners; (4) a professional engineer who also serves on the existing Board of Mechanical Examiners; (5) a Security/Fire Alarm License holder; (6) an electrical engineer; (7) a mechanical engineer; (8) a Licensed Elevator Inspector, who also serves on the existing Board of Elevator Examiners; (9) a Licensed Elevator Installer, who also serves on the existing Board of Elevator Examiners; (10) a representative of the Homebuilders Association of Central New York; (11) a representative of the general public; (12) a representative of the Niagara Mohawk Power Corporation; (13) the Syracuse Chief of Fire; and

(14) the Director of the Division of Code Enforcement.

B. The members shall elect a chairperson and a secretary to serve for a two-year term.

### 15.16.2 Quorum of the Committee

Eight members of the Committee shall constitute a quorum and the votes of a majority of all voting members present shall be necessary for any official action.

### 15.16.3 Appointments and Term

The members of the Committee shall be appointed by the Mayor and shall serve for four (4) year terms, or until their successors are appointed. The Chief of Fire and the Director of the Division of Code Enforcement shall serve continuously while each remains in office.

### 15.16.4 Powers and Duties

The Committee shall be responsible for the review of ordinances proposed and forwarded to the Committee by the Boards of Electrical Examiners, Mechanical Examiners and Elevator Examiners. The Committee shall be responsible for the resolution of conflicts and/or issues which arise between the Electrical Code, Mechanical Licensing Ordinance, and Elevator Code.

### 15.16.5 Meetings

A. The Committee shall meet on a bi-annual basis. Special meetings shall be called at the discretion of the Chairperson for the purposes of code interpretations.

B. A quorum of members must be present in order to open any meeting. All meetings of the Committee must be publicized and open to the public as is required by Public Officers' Law, Article 7 (Open Meetings Law).