

ARTICLE 1
Definitions; Scope

§11-1. Terms defined.

BOARD - The Board of Electrical Examiners of Queen Anne's County.

ELECTRICAL PERMIT - an electrical application that has been approved and issued by Queen Anne's County for the applicant to proceed with the proposed electrical work.

INSPECTION AUTHORITY – the department, agency or other entity designated by the Queen Anne's County Commissioners to perform electrical inspections.

Low Voltage – Any voltage lower than 90 volts.

MASTER ELECTRICIAN - A person:

- A. Whose services are unlimited in the electrical trade; and
- B. Who has the experience, knowledge and skill to install, repair, alter and add to electrical wiring, fixtures, appliances, raceways, conduits or any part of them that generates, transmits, transforms or utilizes electrical energy in any form for light, heat, power or communication in a manner that complies with all plans, specifications, codes, laws and regulations applicable, including electrical installation and systems within plants and substations.

RESTRICTED ELECTRICIAN - A person who limits his or her electrical work to the installation of the **low voltage wiring** in no more than two of the following categories of electrically operated equipment, systems or devices: (**More than two categories requires a master license**).

- A. Heating, ventilation and air-conditioning equipment, low-voltage only.
- B. Refrigeration equipment, low-voltage only.
- C. Display signs, low voltage only, neon excluded.
- D. Fire alarm, **security and entry systems**.
- E. Communications, data, sound and television, low-voltage only.

SHELVED ELECTRICIAN - A master or restricted electrician whose license has been placed in an inactive status by the Board following written application, payment of applicable fees and approval by the Board. Shelved Electricians may maintain and renew this license upon payment of an applicable fees but shall not be required to meet the insurance requirements of Section 11-11 of this Chapter. Shelved Electrician shall not be permitted to perform electrical work or otherwise utilize their license until the same is returned to active status.

§ 11-2. **Exceptions**

This chapter does not apply to:

- A. A journeyman or apprentice while practicing the trade of a journeyman electrician or apprentice;
- B. An electrical light company, electric railway or railroad company, steam railway or railroad company, or telegraph or telephone company; or
- C. An individual performing electrical work for a company listed in Subsection **B** of this section if the electrical work is an integral part of the plant or service used by the company in rendering its duly authorized service to the public.

**§11-3. Establishment :membership; qualifications; oath; tenure;removal;vacancies.
[Amended effective 8-4-2001 by Ord. No. 01-03; 4-29-2003 by Ord. No. 03-07]**

A. Established.

(1) The County Commissioners shall appoint a Board of Electrical Examiners of Queen Anne's County.

(2) The purpose of the Board is to examine the qualifications and capabilities of persons who are engaged, or desire to engage, in business as master or restricted electrician and to perform such other functions as may be contemplated under this chapter.

B. Membership; qualifications.

(1) The Board shall consist of five members.

(2) Three members of the Board shall be competent master electricians of Queen Anne's County.

(3) Two members of the Board shall be individuals associated with the building trade but not necessarily master electricians.

(4) Each member appointed to the Board shall be a resident of the County and over the age of 21 years.

C. Oath. Before taking office, each member of the Board shall take the oath required by Article **I**, § 9, of the Maryland Constitution.

D. Tenure; vacancies.

(1) The term of a member of the Board is five years. The terms shall be staggered.

(2) If a vacancy occurs for any cause during the term of a Board member, the County Commissioners shall fill the vacancy from a list of at least two names recommended by the Queen Anne's Board of Electrical Examiners.

E. Removal. The County Commissioners may remove any member of the Board for incompetency or improper conduct.

§11-4. Officer: by laws.

A. Officers. The Board may elect a Chairman from among its members and such other officers as it deems necessary.

B. Bylaws. The Board may adopt rules and bylaws for the transaction of the business of the Board as it considers expedient and proper.

§11-5. Meetings; compensations.

A. Meetings. The Board shall meet at least once a month and shall hold special meetings as the proper and efficient discharge of its business shall require.

B. Compensation. Each member of the Board shall receive compensation for actual service in attending the meetings of the Board, as may be determined by the County Commissioners.

§11-6. Regulations [Amended effective 8-4-2001 by Ord. No. 01-03]

A. In general.

(1) The Board shall adopt regulations for:

(a) The examination of master and restricted electricians; and

(b) The placing, installing and operation of electrical wiring, appliances, apparatus or construction in, upon and about buildings in the County.

(2) The regulations shall provide for the giving of timely notice of meetings to those who have applied for a license.

B. Legal effect. Regulations adopted under this section shall have the same force and effect as if contained herein.

C. Violations may be issued by the Inspection Authority for permitting, approving or causing the installation of defective electrical work, or failure to satisfactorily respond to a notice from the Board or Inspection Authority to correct such defective electrical work. The Board or the

Inspection Authority, upon determination of a violation, may order corrective action necessary for compliance with the provisions of the code standards (11-19 Code Standards). Such notice to correct shall be issued in writing, and require correction within 24 hours of receipt of the notice for an emergency violation and with 10 calendar days of receipt of the notice for a nonemergency violation. An emergency violation shall be determined as a condition requiring immediate corrective action in order to protect the public health, safety, and welfare in the use and operation of the electrical installation. Costs of ordered correction shall be borne by the licensee to whom the notice to correct is issued. Failure to respond adequately to a notice to correct shall result in the issuance, by the Queen Anne's County Department of Planning & Zoning of a citation for the violation.

D. A request for an electrical inspection shall be filed with the Inspection Authority in accordance with the rules, policies, regulations, and procedures of Queen Anne's County. Records of electrical inspection shall be maintained by the Inspection Authority and County, in accordance with County policies, and shall be available for submittal to the Board upon request.

§11-7. Fee; expenses.

A. The Board shall establish a schedule of fees for all **electrical permits and** licenses required under Chapter 11, subject to the approval of the Queen Anne's County Commissioners. Such fee schedule may be altered or amended at the discretion of the Board, subject to the approval of the Queen Anne's County Commissioners.

B. Collection. All fees collected under this chapter shall be collected and paid to the official designated by the County Commissioners.

C. Expenses. All expenses of the Board shall be approved by the Board and paid by the County.

ARTICLE III

Licensing Procedures for Master Electricians/ **Restricted Electricians**

§11-8. Application; qualifications, issuance; appeals. [Amended by Ch. 49 of the 1990 Acts of the General Assembly; amended by the Board of County Commissioners effective 8-4-2001 by Ord. No. 01-03]

A. Application in general.

(1) An individual who desires to be employed as a master or **restricted** electrician in Queen Anne's County shall apply to the Board for the license examination.

(2) The Board shall provide the individual with the appropriate forms.

B. Required experience for master electrician's license.

(1) An applicant for the master electrician's license examination must have been regularly and principally employed or engaged in electrical construction, maintenance, installation and repair of all types of electrical equipment and apparatus for not less than seven years preceding the date of the application, under the direction and supervision of a master electrician.

(2) For three of the seven years, the applicant must have been actively in charge of electrical installation work.

(3) The Board may credit up to three years of formal course study or professional training in electrical installation if, in the opinion of the Board, the study or training provided comparable experience and training otherwise attainable under the supervision of a master electrician.

C. Required experience for restricted license.

(1) An applicant shall provide documentation to the Electrical Board that the applicant has been actively engaged in electrical installation work under the supervision of a master or restricted electrician for a period of at least five years and shall satisfactorily pass an accredited examination with respect to the particular class or type of work to be covered by the license applied for.

(2) The Board may credit the applicant up to one year for formal course study or training provided comparable experience and training otherwise attainable under the supervisor of a licensed electrician as stated above or while employed by a governmental agency. For the purpose of defining one year, it shall mean at least 2,000 hours worked.

(3) The applicant shall have been regularly and principally employed or engaged in electrical construction maintenance, installation, and repair of all types of electrical equipment and apparatus under the direction or supervision of a licensed master or licensed restricted electrician for at least five years and shall satisfactorily pass an accredited examination for this type of license. For the purpose of defining one year, it shall mean at least 2,000 hours worked.

D. Application procedure.

(1) Each application for the license examination shall be in writing on the forms provided by the Board and shall be accompanied by a fee set by the County Commissioners.

(2) An applicant shall file an application with the Board at least 45 days before the examination date.

(3) Following receipt of the application and the fee, the Board may investigate the qualifications of the applicant, including the education and experience required by this section.

(4) The Board shall notify the applicant of eligibility for examination at least 15 days before the examination.

(5) Any applicant who fails to appear for a scheduled examination and still desires to take the examination shall file a new application and pay a new fee. The Board may waive this requirement for good cause.

E. Examination.

(1) The Board shall hold license examinations quarterly on dates designated by the Board.

(2) The license examination shall require knowledge of all applicable codes or other rules, laws or principles of electrical installations.

(3) The questions shall be obtained from a list of questions submitted by the Maryland Uniform Electrical Licensing Examination Committee, Inc.

F. Passing grade.

(1) Each applicant shall take and pass the objective written examination to determine his or her fitness for a master or restricted electrician license.

(2) The passing grade for the examination shall be 70%.

(3) The notice of the examination shall specify the passing grade.

G. Licensure.

(1) Within 45 days after the examination, the Board shall inform the applicant, in writing, whether or not the applicant passed the application.

(2) If the applicant passed, the Board shall issue a license, subject to compliance by the applicant with the requirements of § [11-11](#) of this chapter.

(3) The license shall be issued only in the personal name of the licensee or to a licensee as a qualified agent assigned to a single person, firm or corporation by which the licensee is principally employed.

H. Appeals.

(1) If the Board rejects an applicant's application for a master or restricted electrician's license, the applicant may appeal to a Board of Arbitration.

(2) The Board of Arbitration shall consist of three members; one person selected by the applicant; one person selected by the Board; and a third person selected by the two persons named to the Board of Arbitration by the applicant and Board, respectively.

(3) The decision of the majority of the Board of Arbitration shall be final and binding on all of the parties to the appeal.

(4) The members of the Board of Arbitration shall be paid \$25 each, the total of which shall be deposited with the Board by the applicant.

(5) If the Board of Arbitration affirms the decision of the Board, the money deposited shall be used to pay the Board of Arbitration members.

(6) If the Board's decision is reversed, the Board of Arbitration members shall be paid \$25 each by the County, and the deposit shall be returned to the applicant.

(7) The applicant shall still be responsible for the application fee.

§11-9. Grievances.

The Board has full power and authority to hear and determine grievances concerning licensees. **All requests for Board actions shall be made in writing to the Board.**

§ 11-10. Temporary License

A. The Board may adopt regulations for the issuance of a license to a qualified person of limited jurisdiction for a limited period of time when, in the discretion of the Board, circumstances require that it be issued.

B. In the event of death of a master/restricted electrician holding the license for a company, firm or corporation, such company, firm or corporation shall make written application to the Board for a temporary license. The Board may issue a 180 day temporary license to a qualified master or restricted electrician so designated to represent the firm, company, or corporation, upon a successful oral interview given by at least three members of the board. This temporary license may only be used to complete the work already in progress within the boundaries of Queen Anne's County. The Board will have the authority to waive or amend this rule as individual circumstances may require.

§ 11-11. Insurance requirements. [Amended effective 8-4-2001 by Ord. No. 01-03]

A. In general.. A person may not be licensed as a master or restricted electrician under this chapter unless the person carries general liability insurance in an amount of at least \$300,000 and property damage insurance in an amount of at least \$100,000.

B. Proof. An applicant for the issuance or renewal of a license shall furnish the Board with proof that the insurance has been obtained before the Board shall issue or renew the license.

C. Notice of cancellation. Within 10 days of the cancellation date, a person licensed as a master electrician/**restricted electrician** shall forward to the Board any notice of cancellation of the master electrician's general liability insurance.

ARTICLE IV Licenses

§ 11-12. Term of license. [Amended by Ch. 49 of the 1990 Acts of the General Assembly]

A license issued or renewed under this chapter shall:

- A. Be valid for up to two years from the date of issuance or renewal; and
- B. Expire on the first July 1 after the effective date of the license or renewal and in an odd-numbered year.
- C. Any change of name, address, or employment by a licensee from that which appears on the current license must be reported to the Board, in writing, within 30 calendars days of the change.**
- D. No duly licensed master/restricted electrician shall represent more than one Company or Corporation at any one time.**

§ 11-13. Display of license[Amended effective 8-4-2001 by Ord. No. 01-03]

- A. A person granted a license shall be issued a card and he or she shall carry it on his or her person at all times while engaged in any work under said license.
- B. Any person holding a master/ restricted electrician license shall display same in a conspicuous place in the office or place of business of the licensee. The licensee shall also display on his/her business vehicle(s) and on any and all advertising that may be done the license number and the name under which they are trading.**

§ 11-14. License renewals; reciprocity. [Amended by Ch. 49 of the 1990 Acts of the General Assembly]

A. Renewal in general. Unless the license is renewed, a person granted a license under this chapter may not install or repair electrical wires, conductors, or any apparatus for electric light, heat, or power purposes after:

- (1) The expiration of the original license;
- (2) The expiration of a license renewal; or

(3) The license has been revoked.

B. Procedure.

(1) Unless the person's license has been revoked, a person granted a license under this chapter shall be granted a renewal of the license without an examination if:

- (a) An application is made to the Board by the holder of the license; and
- (b) The license fee is paid on or before June 30 of the required year.

(2) A renewal shall be granted in the same manner on expiration of any renewed license as with an original license if the holder applies to the Board and pays the required fee.

C. Reciprocity. If the license and insurance is reciprocal between other counties in this state and written approval is given by the Board, a fee is not required, and any renewal of a reciprocal license shall have the same weight as evidence in any court of this state as an original license.

D. License renewal. The license of a master or restricted electrician is renewable every two years. Letters will be sent to current license holders prior to the expiration date of their license. License holders who are delinquent in renewing their license past the expiration date will be charged \$150.00 plus \$3.00 per day up to 60 days from the expiration date of the license, after which time the license will be cancelled or renewed at the discretion of the Board.

E. Renewal of a Queen Anne's County master/restricted license or reactivation of a shelved license will require 10 hours of continuing education by one of the board approved courses. No more than five (5) hours of such continuing education may be acquired with on-line courses.

§ 11-15. License not assignable.

A. In general. A license or renewal of a license granted or issued under this chapter is not assignable or transferable.

B. Specified name. A license and renewal of a license shall specify the name of the person to whom it is issued.

§ 11-16. Evidence of licensure. [Amended by Ch. 49 of the 1990 Acts of the General Assembly]

Each license issued under this chapter shall be evidence in any court in Queen Anne's County of the business for which the license is issued for the period that the license is in effect.

§ 11-17. Permitted work.

Nothing in this chapter shall be construed to prevent any person from doing or performing any of the kinds of work enumerated in this chapter if:

- A. The work is performed under the direction and supervision of a duly licensed master or **restricted**; electrician; and
- B. The licensed electrician is responsible for all the work done under the electrician's direction and supervision.

§ 11-18. License revocation.

- 1. After a full hearing of all parties in interest, the Board may revoke for proper cause any original license or license renewal.
- 2. The Board shall have the power to revoke, suspend, or refuse to renew the license of any licensee who shall be found guilty of any one or more the following;
 - A. Fraud or deceit in obtaining a license.
 - B. Aiding, abetting or knowingly combining or conspiring with any person with the intent to evade the provisions of these rules.
 - C. Willful and deliberate violation of the National Electrical Code and the laws of Queen Anne's County and the State of Maryland

§ 11-19. Code standards.

All work installed under this chapter shall be in accordance with the National Electrical Code **current edition**.

§ 11.20. Wiring; cut- certificates. [Amended effective 8-4-2001 by Ord. No. 01-03]

A. Electrical hookups. An electric light or power company may not attach its power lines or an electric meter to any consumer's property within the County:

(1) Unless:

(a) The electrical work has been installed by a master electrician licensed under this chapter; and

(2) Until a temporary or permanent meter cut-in certificate has been issued by an inspection agency or a department designated by the County Commissioners.

B. Meter cut-in certificate.

(1) The designated agency or department shall issue a meter cut-in certificate in duplicate.

(2) The certificate shall be sent to the power or electric company furnishing the electricity for the consumer's property.

(3) Special permits. Notwithstanding Subsection **A** of this section, the Board may issue a special permit for an attachment to a contractor needing electricity during construction, and the electric light or power company may provide service upon presentation of the special permit.

ARTICLE VI

Prohibited Acts; Penalties

§ 11-21. Prohibited activities. [Amended effective 8-4-2001 by Ord. No. 01-03]

Any person who practices or engages or continues in the work of a master or restricted electrician without having complied with all the provisions of this chapter and any person not licensed as a master or restricted electrician, who does or performs any such work except under the direction of a master or restricted electrician, and any person having been licensed as a master or restricted electrician but who fails to renew the license and does or performs any such work, or who violates any of the provisions of this chapter, shall be guilty of a misdemeanor.

§ 11-22. Violations and penalties. [Amended effective 8-4-2001 by Ord. No. 01-03]

- A. In general. A person convicted under § **11-21** of this chapter is subject to a fine of not less than \$25 but not exceeding \$1,000 or to imprisonment not exceeding 90 days, or both.
- B. Annulment of license. Any conviction under this chapter shall automatically annul a license issued to the person convicted.

ARTICLE VIII

Termination Procedures

§ 11-23. Termination Procedures

This procedure applies to Owners, Owners Representatives, General Contractors, and Sub-Contractors. If a Queen Anne's County licensed electrician is terminated before finishing a permitted project the following procedures shall be followed:

- A. A registered letter from the terminating party must be sent to the Permit Office within seven (7) days stating the reasons and date of the termination.
- B. A copy of the foregoing letter shall be sent to the Inspection Authority and to the County Fire Marshal.

C. The terminated party will need to be present with all parties involved including all inspectors to do a job inspection before the termination can be final. The following items shall be noted in the County records: the percent of work completed, any violations, damaged work and other matters as may be relevant. In addition, it must be noted that the work is to be completed by another licensed electrician.

D. After termination is finalized by the County the replacement licensed electrician shall file a new permit with the County before starting any work. Non compliance with items A through C above will be subject to the penalties set forth in Section 11-22 of this Chapter. There may be a stop work order, as provided in Section 115 of the International Building Code placed on the project until compliance is achieved.