

New State of Wisconsin Act 63 Certificate & Licensing Requirements Effective 4/1/2013

Comm 5.41 Electrical contractors. (1) GENERAL. Pursuant to s. 101.862, Stats., no person or entity, as of April 1, 2013, may engage in the business or offer to engage in the business of installing, repairing, or maintaining electrical construction wiring unless the person or entity holds a license or certification issued by the department as either a licensed electrical contractor or a certified electrical contractor-restricted, except as provided under s. 101.862 (4), Stats.

Note: Section 101.862 (4), Stats., exempts the following:

- (a) A residential property owner who installs, repairs, or maintains electrical wiring on premises that the property owner owns and occupies as a residence, unless a license or registration issued by the department is required by local ordinance.
- (b) A person engaged in maintaining or repairing electrical wiring within a facility or on premises owned or leased by the person or by an entity for which the person is an agent.
- (c) A person engaged in installing, repairing, or maintaining electrical wiring, apparatus, or equipment for elevators and escalators.
- (d) A person engaged in installing, repairing, or maintaining equipment or systems that operate at 100 volts or less.
- (e) A person engaged in installing, repairing, or maintaining an electronic system designed to monitor a premises for the presence of an emergency, to issue an alarm for an emergency, or to detect and summon aid for an emergency.
- (f) A person engaged in installing, repairing, or maintaining electrical wiring of transmission facilities, as defined in s. 196.01 (12).
- (g) A person engaged in installing, repairing, or maintaining manufactured equipment or a manufactured system that is designed to provide a function that is not primarily electrical in nature if the installation, repair, or maintenance does not involve the modification or installation of conductors beyond the disconnecting point or beyond the last junction, pull, or device box, whichever is nearer to the point where the person is performing the installation, repair, or maintenance.
- (h) A person engaged in installing electrical wiring for components of a manufactured home, as defined in s. 101.91 (2), or a manufactured building, as defined in s. 101.71 (8), while the manufactured home or the manufactured building is at or in the facility at which it is being manufactured.
- (i) A person employed by an electricity provider, or a subcontractor of an electricity provider, who installs, repairs, or maintains electrical wiring for equipment that is installed in the normal course of providing utility services by the electricity provider.
- (j) A person engaged in installing, repairing, or maintaining electrical wiring that provides lighting or signals for public thoroughfares and for public airports.
- (k) A person engaged in installing, repairing, or maintaining electric lines on the utility side of substations and other distribution facilities owned or operated by customers or members of electricity providers.
- (L) A person employed by an electricity provider, or a subcontractor of an electricity provider, who installs, repairs, or maintains primary voltage electric facilities that are owned by the electricity provider's customers or members and that operate at greater than 600 volts.
- (m) A person employed by an electricity provider, or a subcontractor of an electricity provider, who restores service during an emergency.

City of Oshkosh - Dept of Community Development
Inspection Services Division

PO Box 1130

215 Church Ave

Oshkosh, WI 54903-1130

Ph (920) 236-5050 Fax (920) 236-5084



MEMORANDUM

TO: Electric Contractors

DATE: April 2, 2012

RE: Contractor License Applications/Renewals

This communication is to advise of some significant changes in the Electrical Contractor, Industrial Electrical Maintenance and Sign Contractor License Application and Renewal process. Effective this Licensing Period, all contractor license applicants must submit the following information:

1. Each License Applicant must provide a copy of their Insurance Certificate(s). Each contractor shall maintain public liability insurance, including products-completed operations, with bodily injury and property damage limits of at least \$1,000,000 per occurrence and \$1,000,000 aggregate. Your insurance certificate must be included with your application and indicate the Certificate Holder is: City of Oshkosh, PO Box 1130, Oshkosh, WI 54903-1130. **This certificate must accompany your application, do not send separately.**
2. Compliance with the Unemployment Compensation requirements and
3. Compliance with the Worker's Compensation requirements.

A provision is included on the License Application stating that by signing the License Application the applicant is attesting that the business is complying with items 2 and 3 above.

In addition to these insurance requirements, all License Applications and Renewals will be checked for compliance with Oshkosh Municipal Code Section 8-88(A) prior to issuance. Specifically this code section states:

SECTION 8-88 NON-ISSUANCE OF CITY LICENSES AND PERMITS/DELINQUENT TAXES, ASSESSMENTS AND SPECIAL CHARGES

(A) Unless otherwise specifically provided within this municipal code, licenses and permits required for the carrying on of a trade or business within the City may be

- 1) Premises. *For any premises for which taxes, assessments, or special charges are delinquent and unpaid.*
- 2) Persons. *To any person who is delinquent in the payment of taxes, assessments or special charges related to the business or property for which the license or permit is sought.*

Due to the research involved in verifying compliance with this Municipal Code, those filing License Renewal Applications are encouraged to submit such renewals no later than June 1 of each year. This will assist in timely processing of License Applications.

Reminder to Electrical Maintenance License Applicants: In addition to submitting the application and fees for the license, also remember to **complete and submit** the enclosed **Annual Permit Application and Fees** at this time.

Company & Credential Holder Information Sheet

Date: _____

Company information:

*Name: _____

*Street Address: _____

*City, State Zip Code: _____

*Mailing address (if different from above): _____

*City, State Zip Code _____

*Point of Contact: _____ *Title: _____

*Office phone number: _____

Fax number: _____

Mobile/Pager phone numbers (if available):

Name	Number
_____	_____
_____	_____
_____	_____
_____	_____

E-mail addresses (if available):

Name	e-mail address
_____	_____
_____	_____
_____	_____
_____	_____

Fields marked with and asterisk (*) are required.

This section required to be completed by Licensed Electrical Contractors

Master Electrician Credential information: (all fields required)

Name: _____

Home address: _____

City, State Zip Code: _____

_____ **OR** _____

State of WI Master Electrician Credential #

City of Oshkosh Master Electrician Credential #

Signature: _____

City of Oshkosh
Division of Inspection Services
P.O. Box 1130
Oshkosh, WI 54903-1130
Phone (920) 236-5050
Fax (920) 236-5084



ELECTRICAL PERMIT APPLICATION

All information after bold categories must be provided.
Incomplete applications will not be processed.

- Application(s) and fee(s) can be brought to City Hall, Room 205 or mailed to Inspection Services, PO Box 1128, Oshkosh WI 54903-1128. Commencing work without permit(s) will result in fees being doubled or \$100.00 plus the normal permit fee, which ever is greater.

OR

If you are a contractor participating in the Permit Fee Account System and have adequate funds, check here if you want this processed through your account

DATE _____

JOB ADDRESS _____

OWNER _____

CONTRACTOR _____

CHECK ALL APPLICABLE

USE CATEGORY

Single Family Duplex Multi-Family Rental Commercial Industrial

SERVICE New Temporary **TYPE** Overhead Not Applicable
 Change Not Applicable Underground

FILL IN THE APPROPRIATE BLANK WITH THE NUMBER

Volts _____ / _____ **Receptacles #** _____ **Circuits #** _____
Phase _____
Amps _____ **Switches #** _____ **Fixtures #** _____

CHECK ALL APPLICABLE

Range Dishwasher Garbage Disposal Dryer Water Heater
 Fan OR Blower Furnace A/C Electric Sign
 Motors Gas Pumps Other _____

DESCRIPTION OF ALL WORK BEING DONE _____

VALUE (Including labor and all materials including light fixtures) \$ _____

MASTER ELECTRICIAN _____

City of Oshkosh
Division of Inspection Services
P.O. Box 1130
Oshkosh, WI 54903-1130
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Fax (920) 236-5084



LOW VOLTAGE ELECTRICAL PERMIT APPLICATION

All information after bold categories must be provided.
Incomplete applications will not be processed.

- Application(s) and fee(s) can be brought to City Hall, Room 205 or mailed to Inspection Services, PO Box 1128, Oshkosh WI 54903-1128. Commencing work without permit(s) will result in fees being doubled or \$100.00 plus the normal permit fee, whichever is greater.

OR

If you are a contractor participating in the Permit Fee Account System and have adequate funds, check here if you want this processed through your account

DATE _____

JOB ADDRESS _____

OWNER _____

CONTRACTOR _____

ELECTRICAL CONTRACTOR _____
(Locally Licensed Electrical Contractor conducting the associated power wiring)

CHECK ALL APPLICABLE

USE CATEGORY

Multi-Family (number of units _____) Commercial Industrial

CHECK ALL APPLICABLE

Cameras Motion Telephone Video White Noise Systems
 Data Security Television Voice
 Fire Alarm Sound Other _____

DESCRIPTION OF ALL WORK BEING DONE _____

VALUE (Including labor and all materials for cable installation(s) \$ _____

APPLICANT SIGNATURE _____