

CHARLES COUNTY BOARD OF
ELECTRICAL EXAMINERS AND
SUPERVISORS

RULES AND REGULATIONS

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SECTION 1 - DEFINITIONS

Words and phrases used in this subtitle shall have their usual meaning except as defined below:

- (a) Board: Board of Electrical Examiners and Supervisors.
- (b) Electrical Work: The installation, repair, alteration, addition, maintenance or erection of all or part of any electrical wiring, fixture, appliance, apparatus, raceway or conduit which generates, transmits, transforms or utilizes electrical energy for light, heat, power or communication.
- (c) Master Electrician: A Master Electrician is an individual licensed to originate projects, obtain permits for construction and installation and oversee the work of the Journeyman Electrician and apprentices.
- (d) Journeyman Electrician: An individual licensed to perform and or supervise on site electrical work under the supervision of a Master Electrician. A Journeyman shall not represent himself as a Master or Restricted Master and shall not do contracting work.
- (e) Restricted Master Electrician: A Restricted Master Electrician is an individual licensed to perform electrical work per definition of National Electrical Code of less than 50 volts and to do only one or more of the following types of electrical work as specified on the license. A Restricted Master may install electrical wiring from the point of safety switch to, and including, the equipment or appliance being installed.
 - (1) Electrically operated heating equipment, including equipment utilizing oil or gas burners; temperature control wiring.
 - (2) Electrically operated air conditioning and refrigeration equipment; temperature control wiring.
 - (3) Electrical display signs.
 - (4) Alarm systems.
 - (5) Telephone and low-voltage, fiber optics, communications systems.
- (f) Homeowner's Electrical Permit: Electrical permit will only be provided to a property owner after completion of an approved Homeowner's Permit application and obtaining minimum of seventy percent (70%) passing grade on a Homeowner's Electrical permit examination. This permit is valid for one (1) year after issuance.

SECTION 2 - BOARD OF ELECTRICAL EXAMINERS AND SUPERVISORS

(a) Establishment of Board:

- (1) The Code of Charles County, Maryland, Chapter 41, entitled Electrical Apparatus and Wiring, established a Board to examine and license those who would install electrical wiring and apparatus in existing structures, buildings, outside displays or signs in new construction, alterations or repairs or electrical wiring in such uses. The “National Electrical Code” as published by the National Fire Protection Association has been adopted as the standard for such work.

(b) Purpose of the Board:

- (1) The purpose of this Board is to enforce the Public Laws of Charles County entitled Electrical Apparatus and Wiring (Chapter 41 of the Code of Charles County, Maryland) and as may be amended and any additional rules and regulations so adopted by the County Commissioners.
- (2) The Board shall also review all applications for the Master, Restricted Master, Journeyman Electrical licenses and Homeowners permit. The Board shall also administer and grade the examinations and issue new or renewed licenses as required.

(c) Meetings:

- (1) The Board shall regularly meet the third Wednesday of each month in La Plata, Maryland. Special meetings will be held as frequently as the proper and efficient discharge of its business shall require. These special meetings will be held at a place and time designated by the Board.

(d) Jurisdiction of the Board:

- (1) Except as provided in Chapter 41.2 of the Charles County Code, the jurisdiction of this Board shall be over the erection or repair of electric wires or conductors to be used for the transmission of electric current for electric light, heat and power; or moldings, ducts, raceways or conduits for the reception or protection of such wires or conductors, or to any electrical machinery, apparatus, devices or fixtures to be used for electric light, heat, communications power purposes within the boundaries of Charles County, except for Federal Government owned property and transmission lines and apparatus owned by a public electric utility company or cooperative.

(e) Board Members:

- (1) The Board of Electrical Examiners and Supervisors consists of five (5) members.

(f) Terms:

To ensure continuity in the working of the Board:

- (1) Active Master Members (2) - The initial term will be a four (4) year term. Members may be appointed for an additional four (4) year terms. Standard term will be four (4) years. Members shall not serve more than two consecutive terms unless approved for additional terms by the Charles County Commissioners.
- (2) General Public Member (1) - The member selected from the general public will be appointed for a four (4) year term and not serve more than two (2) consecutive terms unless approved for additional terms by the Charles County Commissioners.
- (3) County Government and Electrical Utility Members - The Board members from County Government and the public electrical utility company or cooperative shall not be subject to term limits. The County Government and the electrical utility company Board members may change from time to time as staffing needs change.

(g) Officers:

- (1) CHAIRMAN: The Chairman is initially appointed by the Charles County Commissioners. The Chairman shall preside at all meetings of the Board and will have authority to sign and execute on behalf of the Board all licenses and other instruments approved in accordance with the Code of Charles County.
- (2) VICE CHAIRMAN: The Vice Chairman shall be an active Master General as identified in section 2(g)(1) above. In the absence of the Chairman, the Vice Chairman shall preside at all meetings of the Board and will perform the duties of the Chairman.
- (3) SECRETARY to the Board of Electrical Examiners and Supervisors: It shall be the duty of the Secretary to prepare agendas for meetings, take minutes and insure that all minutes of the previous meetings are approved, keep attendance records, as well as being responsible for the processing and maintenance of all electrical licenses issue by the Board. The Secretary will be custodian of Board's records, inform the Charles County Commissioners, of correspondence relating to business of the Charles County Commissioners and attend to such correspondence, as directed by the Chairman.

(h) Qualifications for Appointment:

- (1) All members shall be residents of Charles County with the exception of the Representative of the Charles County Government and public electrical utility company or cooperative member.

- (2) Two members shall be licensed pursuant to this subtitle (active Charles County Master).
- (3) One member shall be a representative of the County Government.
- (4) One member shall be selected from the general public.
- (5) One member shall be a representative of a public electric utility company or cooperative.

(i) Duties and Responsibilities:

- (1) The Board of Electrical Examiners and Supervisors shall make recommendations to the Charles County Commissioners on all matters relating to electrical work in Charles County, including the conduct of electrical business.
- (2) The Board of Electrical Examiners and Supervisors shall make recommendations concerning rules and regulations for the issuance of licenses, the examination of applicants, the issuance of permits and the inspection of electrical work.
- (3) The Board of Electrical Examiners and Supervisors shall examine applications, and qualify those applicants entitled to receive a license. Secretary entitled to process reciprocal licenses.
- (4) The Board may refuse, suspend or revoke a license pursuant to the provision of Section 12, "Refusal, Suspension or Revocation of Licenses" and Section 13, "Procedure for Hearing to Refuse, Suspend or Revoke License," of this subtitle.
- (5) The County Commissioners may refer any matter related to the Board's function to the Board for its review and recommendation.

SECTION 3 - ADOPTION OF NATIONAL ELECTRICAL CODE

(a) Adoption of Code:

The currently adopted edition of the NFPA 70 of the National Electrical Code, with the amendment(s) as listed in (b) below, is hereby adopted as the electrical code for Charles County, and shall be adopted (or as otherwise approved by the Board) of the year the current standard is issued. All electrical installations and electrical services related thereto shall conform to the electrical code and to the provisions of the Charles County Building Code. In the event any conflict exists between the Charles County Building Code and the Charles County Electrical Code, the more restrictive code requirement applies.

(b) Administration:

- (1) The Board of Electrical Examiners is the authority having jurisdiction over the electrical code.

- (2) The County's contract inspection service may make day-to-day interpretations of the electrical code. the
- (3) Any disputes relative to interpretation of the electrical code shall be submitted to the Board of Electrical Examiners for a final decision. the

SECTION 4 - LICENSE REQUIRED TO DO ELECTRICAL WORK

(a) Electrical Work Performed by an Individual:

Except as exempted by (c) of this section, an individual may not do electrical work unless licensed to do so pursuant to this subtitle or unless under the supervision of an individual licensed to do so pursuant to this subtitle.

(b) Electrical Work Performed by a Firm or Corporation:

Except as exempted by (c) of this section, a firm or corporation may not do electrical work unless its principal(s) are licensed to do so pursuant to this subtitle or unless it employs an individual licensed to do so.

(c) Exemptions:

In addition to those exemptions provided in Article 41 of the Charles County Code, the following individuals, firms, or corporations are exempt from the licensing requirements of this subtitle:

- (1) Utility Companies: Utility companies regulated by the Public Service Commission of Maryland or contractors working for utility companies when doing electrical work on equipment owned and maintained by the utility company on its own premises or customer premises.
- (2) Radio and T.V.: Radio and television transmitting stations, licensed and commissioned by the Federal Communications Commission's regulations.
- (3) Federal or State employees or their agents: Employees of the United States Government or employees of the State of Maryland only when engaged in the performance of their official duties. Contractors or servicemen engaged by the United States Government or by the State of Maryland to do electrical work on Federal or State-owned premises or equipment.
- (4) Homeowners Minor Repairs: Single-family homeowners engaged in the repair or replacement of portable appliances, lighting fixtures, fuses, lamps, sockets, or the making of other minor repairs at existing outlets in the homeowner's residence.

- (5) Homeowners Changes to Wiring: Single-family homeowners making changes to wiring in the homeowner's residence. Before making such changes, the homeowner shall obtain a Homeowner Permit from the Board of Electrical Examiners and shall file an application for inspections with the Codes, Permits and Inspection Services.

SECTION 5 - QUALIFICATION FOR MASTER LICENSE

The Board of Electrical Examiners shall grant a Master license to an individual who:

- (a) Is at least 21 years of age; and
- (b) Certifies under penalty of perjury to having insurance pursuant to Section 14, "Indemnity and Insurance," and
- (c) Pays the applicable fees; and
- (d) (1) Holds a current Maryland Master Electrician license; or
 - (2) Hold a current Master license from a Maryland jurisdiction which has equivalent examination and qualifying procedures to those required in Charles County and which grants reciprocity to Charles County licensees. The individual shall have no current record of violations in the jurisdiction where licensed. If the individual obtained the license by examination, the individual shall have held it for at least 1 year. If the individual obtained the license without examination; or
 - (3) Candidate passes Charles County Master Electrician qualifying exam; to sit for the qualifying exam candidates must meet the following requirements and be approved by the board:
 - i. Has been regularly and principally engaged in electrical work under the direction and supervision of a Master or similarly qualified government electrician for a total of 14,000 hours or more; and

SECTION 6 - QUALIFICATION FOR RESTRICTED MASTER LICENSE

The Board of Electrical Examiners shall grant a Restricted Master license to an individual who:

- (a) Is at least 21 years of age; and
- (b) Pays the applicable fees; and
- (c) Holds a current Restricted Master license (with identical restrictions) from a Maryland jurisdiction which has equivalent examination and qualifying procedures to those required in

Charles County and which grants reciprocity to Charles County licensees. The individual shall have no current record of violations in the jurisdiction where licensed. If the individual obtained the license by examination, the individual shall have held it for at least 1 year; or

(d) Candidate passes Charles County Restricted Master Electrician qualifying exam; to sit for the qualifying exam candidates must meet the following requirements and be approved by the board:

(1) Has been regularly and principally engaged in restricted type(s) or electrical work for at least 4,000 hours under the direction and supervision of a Master, Restricted Master or similarly qualified government electrician.

(2) Has correctly answered at least 70% of the questions on examinations given by the Board of Electrical Examiners to determine the individual's knowledge and skill in 1 or 2 restricted type(s) of electrical work.

SECTION 7 - QUALIFICATION FOR JOURNEYMAN LICENSE

The Board of Electrical Examiners shall grant a Journeyman license to an individual who:

(a) Pays the applicable fees; and

(b) Holds a current Journeyman license (with identical restrictions) from a Maryland jurisdiction which has equivalent examination and qualifying procedures to those required in Charles County and which grants reciprocity to Charles County licensees.

(c) Candidate passes Charles County Journeyman qualifying exam; to sit for the qualifying exam candidates must meet the following requirements and be approved by the board:

(1) You must show 8,000 hours experience in the trade under the supervision of a Master Electrician.

(2) Has correctly answered at least 70% of the questions on examinations given by the Board of Electrical Examiners to determine the individual's knowledge and skill in electrical work.

SECTION 8 - LICENSE APPLICATION

(a) Individuals shall apply for license issuance, renewal, reactivation or reinstatement to the Board of Electrical Examiners using an application form prescribed by the Board. The application forms shall be available from the Board of Electrical Examiners. Accompanying the application shall be:

- (1) Applicable fees, including the application fee; and
 - (2) Evidence of any current and valid licenses required for the granting, renewal, or reinstatement of a license; and
 - (3) Name and address of individual to be licensed; and
 - (4) Name, address and telephone number of firm or corporation for which licensee works; and
 - (5) Evidence of experience signed by a current licensed Master Electrician (if possible); and
 - (6) Evidence of successful training in electrical work; if required.
- (b) For a Master Electrician reciprocating a Maryland state license: If you have been granted an active Maryland statewide electrician's license, you are eligible for a Charles County license immediately (there is no waiting period), if you comply with the following requirements:
- (1) You must provide our application form completed, provide a copy of your active statewide license, a copy of your driver's license for identification purposes, a current Certificate of Insurance listing the Board of Electrical Examiners and Supervisors of Charles County as the certificate holder and matching the Md State requirements and any applicable fees.

SECTION 9 - LICENSE EXAMINATIONS

(a) When Examinations are Administered:

(1) Master, Restricted Master and Journeyman examinations shall be administered twice a year, during March and September. The Board of Electrical Examiners shall set the exact date(s) of the examinations.

(2) The Homeowners Permit Exam will be provided when necessary or as needed. Homeowners Permit holders cannot wire swimming pools, piers, detached outbuildings and/or associated electrical work. Work shall not be performed on panel board, main distribution panel, circuit breaker panel, fuse box or the like. No service change work shall be done under a Homeowners Permit. Board Secretary can proctor a Homeowner Permit exam after the application has been approved and fees have been paid.

(b) Application for Examination: Application for licenses shall be filed with the Board 45 days preceding the date of examination. The applicant shall pay the application/examination fee prior to any examination.

- (c) Board Decision: Promptly after an examination and no longer than 45 days after an examination, the Board shall decide as to the qualifications of the applicant and as to whether the license will be granted.
- (d) Notice of Board Decision: The Board shall mail the applicant notice of the decision as to whether the license will be granted.
- (e) Reexamination: An applicant who fails to pass an examination may take a reexamination at the next regularly scheduled examination. The applicant shall pay an additional examination fee and submit a written request for reexamination.
- (f) Board Secretary may remove and destroy all “Failed” status exam applications, and exams after 7 years of no activity.

SECTION 10- DURATION OF LICENSES

- (a) Master Licenses: Master licenses expire on June 30 in each even numbered year and are renewable for 2 years upon payment of the renewal fees, receipt of completed renewal application, copy of current certificate of insurance and proof of Continuing Education Credit (CEU) hours as required by and or equivalent to Maryland State Electrical Board.
- (b) Restricted Master Licenses: Restricted Master licenses expire on June 30 in each even numbered year and are renewable for 2 years upon payment of the renewal fee, and receipt of completed renewal application and copy of current certificate of insurance.
- (c) Journeyman Licenses: Journeyman licenses will expire June 30 in each odd numbered year and are renewable for 2 years upon the payment of the renewal fee, and receipt of completed renewal application.
- (d) Homeowner’s Electrical Permit: Permit is valid for one (1) year from the date of issuance.
- (e) Restoration of Expired License: If a license expires because of failure to renew, the license may be restored upon payment of the renewal fee plus a restoration fee. Master, Restricted Master and Journeyman licenses may be restored within a 90-day period after expiration. If an expired license is not renewed within the restoration period, a renewal will not be issued. The individual holding the expired license may be reinstate a license only upon compliance with the requirements for issuance of a license to a new applicant and restoration fees of missed terms of renewal.

If a Master Electrician or a Restricted Master performs electrical work while the license had expired the Board may elect to request the applicant to pay for previous renewal fees for terms missed.

- (f) Inactive Licenses: A licensee who holds a current valid license may go on inactive status, during which time the licensee may not perform electrical work. The licensee may renew an inactive status upon payment of an inactive renewal fee. The holder of an inactive license is not required to carry insurance while under inactive status.
- (g) Renewal of an Inactive Master or Restricted Master License: If the licensee requests to return to an active status during the licensing period, the licensee must provide a current certificate of insurance meeting our requirements.
- (h) Notification of Licensee Changes Employer: A licensee shall notify the County contract inspection service and the Board of Electrical Examiners whenever the licensee changes employer or company. A company or firm operating on a license held by an employee or principal shall notify the bureau if the employee or principal leaves.
- (i) Maintenance of Files: The Board shall maintain a file for 7 years after the license expires.

SECTION 11 - FEES FOR LICENSES

The County Commissioners, upon recommendation of the Board of Electrical Examiners, shall set the fees to be charged for electrical licenses and license examinations. The County Commissioners shall adopt by resolution a schedule of fees for licenses, which schedule shall remain in effect until the effective date of any revised schedule adopted by the County Commissioners and PGM Staff.

SECTION 12 - REFUSAL, SUSPENSION, OR REVOCATION OF LICENSES

The Board of Electrical Examiners may refuse, suspend or revoke a license after a hearing, for any of the following causes:

- (a) Obtaining a license by false or fraudulent representation.
- (b) Transferring the authority granted by the license to another individual.
- (c) Engaging in unfair or deceptive trade practices as defined in the Commercial Law article of the Annotated Code of Maryland.
- (d) Willfully or deliberately disregarding and violating the building code, electrical code or laws of the County.
- (e) Aiding or abetting an individual, firm or corporation to evade the provisions of this subtitle.

- (f) Failing to adequately train and control persons selling or estimating electrical work performed under a licensee's supervision.
- (g) Performing or permitting the performance of defective or dangerous work.
- (h) Except as otherwise provided, failing to file an application for inspection prior to beginning any electrical work. An emergency is excluded from this provision and permit must be filed within 5 days.
- (i) Failing to correct work in violation of this subtitle within 30 days.
- (j) Violating any provisions of this subtitle.
- (k) A Journeyman representing himself as a contractor.

SECTION 13 - PROCEDURE FOR HEARING TO REFUSE, SUSPEND OR REVOKE
LICENSE

- (a) Notice to Applicant or Licensee: The applicant or licensee shall be given written notice by certified mail that the Board of Electrical Examiners proposes to refuse, suspend, or revoke the license after hearing. The notice shall give the reasons for the proposed refusal, suspension, or revocation. The notice shall give the date and place of hearing.
- (b) Right to Hearing: The applicant or licensee shall have the right to a hearing. The applicant or licensee shall have the right to be represented by legal counsel. The applicant or licensee shall have the right to call witnesses.
- (c) Record: The County shall record a transcription of the hearing that will be maintained as part of the record.
- (d) Decision: The County shall give the applicant or licensee written notice by mail of its decision within 30 days of the hearing.
- (e) Right to Judicial Review: The applicant or licensee shall have the right to judicial review in accordance with the Maryland Rules of Procedure.

SECTION 14 - INDEMNITY AND INSURANCE

- (a) Indemnity Clause: The holder of an electrical license shall indemnify and hold Charles County harmless from and against all liability, and expenses including attorney fees howsoever rising or incurred, for damage to property, or injury to or death of any person arising out of or attributable to the performance of the licensee in Charles County.

- (b) Insurance Required to Obtain License: The Board of Electrical Examiners shall not issue, renew, restore, or reactivate a license unless the individual to be licensed certifies under penalties of perjury to having the insurance required.
- (c) Notification: The certificate of insurance shall provide that Charles County be given (with no qualification) at least 10 days written notice prior to cancellation, intention not to renew, or material change in provisions.
- (d) Limits: Any limits on the minimum amount are per Maryland State requirements.

SECTION 15 – INSPECTIONS AND FEES

(a) Filing Application for Inspection:

- (1) Application required prior to start of work: A Master Electrician or Restricted Master Electrician must apply for electrical work. No electrical installation, alteration or repair shall be made until the application for inspection has been filed with the County's contract inspection service. The application shall be valid for 6 months from the date of filing and may be extended at the request of the applicant.
- (b) Cut-In Permits: No cut-in permit shall be issued to the utility company unless the application has been applied for by an active Charles County Master or Restricted Master Electrician, and only after all requirements of this subtitle are fulfilled.
- (c) Purpose of Inspections: All inspections conducted by the County or County's contract inspection service are performed for the protection and promotion of public safety, health and welfare. The inspections are made solely for the public benefit and are not to be construed as providing any warranty of construction to individual members of the public.
- (d) Inspections: The County's inspection service shall inspect during business hours:
- (e) Penalties: Any person, firm or corporation which does not comply with the provision of this section shall be subject to a cease-and-desist order, in addition to other penalties provided by this subtitle.
- (f) Fees: Fees shall be charged to cover the inspection effort, plan review effort, administrative effort, and overhead involved in the inspection of any electrical installation as determined by the County Commissioners.

SECTION 16 - ENFORCEMENT

- (a) All correspondence that requires Board action shall be made in writing to the Board.
- (b) No license shall be granted to any company, firm or corporation.
- (c) A company, firm or corporation may be represented by more than one duly licensed Master Electrician at any one time.
- (d) No duly licensed Electrician shall represent more than one firm, company, or corporation at any one time.
- (e) The electrical inspector shall notify the Board in writing of any outstanding violations not resolved in the time frame specified by the inspector. The Board, upon receipt of notification from the inspector of any violations not resolved in the time frame specified by the inspector, shall take appropriate action according to Sections 12 and 13 and Board may deny future permits until all violations are resolved.
- (f) The Board shall, by written notice to the Inspection Agency and the local power company, give the names of all new, renewed, revoked or shelved licenses issued by said Board.
- (g) A licensed contractor shall only file for an inspection permit on any electrical work personally supervised or contracted by him. Penalty for violation of this rule may cause revocation or suspension of the current license of Master or Restricted Master Electrician.
- (h) All persons holding a Master or Restricted Master license shall display in a conspicuous place in the office or place of business of the licensee. The licensee shall also display on the licensee's business vehicle the license number and the name which they are trading.
- (i) A licensee may not begin work on another licensee's project unless all required changes have been made including a release from the current licensee in writing to PGM. The Board may at its option allow another licensee to take over the work and be responsible for the total project.
- (j) A licensed Master or Restricted Master may not use his license of Master or Restricted Master merely as a front to permit a person not licensed as a Master or Restricted Master in Charles County to engage in the business of Master or Restricted Master in Charles County or to perform any of the kinds of work which a Master or Restricted Master may perform.
- (k) The Board may refuse to allow a Master or Restricted Master to pull any future permits for cause.