

**RULES AND REGULATIONS  
OF THE  
METROPOLITAN BOARD OF  
ELECTRICAL EXAMINERS AND APPEALS**

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**I. MEETINGS**

Meetings of the Metropolitan Board of Electrical Examiners and Appeals (hereinafter called the "Board") shall be regularly scheduled on the fourth (4<sup>th</sup>) Tuesday of each month, unless otherwise changed by the Board. Said meetings shall be held in the Metro Office Building, Second Floor, and shall begin promptly at 1:30 P.M. Special Sessions of the Board may be convened upon call by the Chairman or Director of Codes Administration.

The time and place for Public Hearings regarding new materials or methods shall be included in an advertisement in the local newspapers as required.

**II. QUORUM**

Five (5) members shall constitute a quorum for the transaction of business.

**III. ELECTION OF OFFICERS**

The Board shall elect a Chairman and a Vice-Chairman from its membership. The term office shall be for one (1) year, or as may be established by the Board. General Elections will be held at the first (1<sup>st</sup>) meeting of the Board each calendar year. Any vacancy occurring during the year shall be filled by an election at the next regular meeting of the Board.

The Director and the Chief of Electrical Inspections of the Department of Codes Administration shall be ex-officio members of the Board, and the Director or his designee shall serve as its Secretary.

**IV. ORDER OF BUSINESS**

The order of business or Agenda topics to be conducted at every meeting of this Board shall be as follows:

- I. Approval of Last Months Minutes and Call Meeting To Order
- II. Appeal Cases
- III. Appearing before the Board
- IV. Property Owner Permits
- V. Examination Approval
- VI. Examination Grade Approval
- VII. Registration Approval
- VIII. Other Business Old and New
- IX. Consent Agenda
- X. Adjournment

## **V. APPEAL CASES**

Any person aggrieved by an order of decision of the Director or any Electrical Inspector shall have the right to file an appeal requesting a hearing before this Board. Said appeal must be in writing and must set forth the grounds for requesting a variance. The written appeal must be filed with the Secretary (or Director) within ten (10) days prior to the next scheduled Board meeting in order to be heard at the next meeting. The charge is Fifty (\$50.00) dollars for filing an appeal, made payable to the Metropolitan Government.

The Director shall notify the Appellant in writing of the date, time and place of the hearing. The appellant, or his representative, must be present. All appeal cases shall take precedence over other business before the Board.

After each appeal case, the Board shall take action to render a decision. All decisions of the Board are final. The Secretary shall notify the appellant in writing, of the Board's decision, and shall enter said decision in the Minutes of the Board.

## **VI. PUBLIC HEARINGS**

Any person, firm, or corporation requesting the adoption of any new material, procedure, or method of construction shall file an application, in writing, with the Secretary, setting forth the specific conditions under which the material, procedure, or method of construction will be used and the reason therefore.

Upon receipt of an application, the Secretary shall place the hearing on the Agenda of the next regular meeting occurring at least fifteen (15) days after receipt of the application.

A Public Hearing shall be held at that time, as required by Section § 2.76.080 © of the Metropolitan Electrical Code. Any interested party shall be heard in favor of, or in opposition to, the new material or methods. A full hearing before the Board shall be given the proponents of the said material or methods. The Board shall then render a decision in accordance with the Procedure established by Section § 2.76.140 of the Metropolitan Electrical Code.

At least ten (10) days prior to a Public Hearing, the Secretary shall cause to appear once in both daily newspapers in Metropolitan Nashville and Davidson County, an advertisement setting forth the date, time, and place of such Public Hearing, and the new material, procedure, or method of construction to be considered.

## **VII. APPLICATIONS FOR EXAMINATION AND REGISTRATIONS**

MASTER ELECTRICIAN: Any person requesting examination as a Metropolitan Master Electrician must make proper application on forms provided by the Director of the Department of Codes Administration.

The Board shall review at each meeting all applications as submitted, and shall determine if all requirements have been met in order to take the examination.

*METROPOLITAN EQUIPMENT INSTALLER:* Any person requesting examination as a Metropolitan Equipment Installer must make proper application on forms provided by the Director of the Department of Codes Administration. The Board shall review at each meeting all applications as submitted, and shall determine if all requirements have been met in order to take the examination.

*METROPOLITAN LOW VOLTAGE WIREMAN:* Any person requesting examination for certification as a Metropolitan Low Voltage Wireman make proper application on forms provided by the Director of the Department of Codes Administration. The Board shall review at each meeting all applications as submitted, and shall determine if all requirements have been met in order to take the examination.

*MOTION PICTURE PROJECTIONIST:* Any person requesting certification as a Motion Picture Projectionist must make proper application on forms provided by the Director of the Department of Codes Administration. The Board shall review at each meeting all applications as submitted, and shall determine if all requirements have been met in order to take the examination.

### **VIII. EXPERIENCE REQUIREMENTS PREREQUISITE TO EXAMINATION**

- (A) **MASTER ELECTRICIAN** – Applicant must furnish evidence of a minimum of three (3) years as an apprentice electrician or helper and three (3) years in the electrical trade as an electrician. A degree in engineering (EE) may be accepted in lieu of experience requirement.
- (B) **EQUIPMENT INSTALLER** – Applicant must furnish evidence of a minimum of three (3) years experience in the field related to the applicant's request for examination.
- (C) **LOW VOLTAGE INSTALLER** – Applicant must furnish evidence, in writing, of a minimum of three (3) years actual installation including specific Low Voltage experience in the field related to the request for examination.
- (D) **MOTION PICTURE PROJECTIONIST** – Applicant must furnish evidence of a minimum of eighteen (18) months experience, full-time employment as a motion picture projectionist.

### **IX. EXAMINATIONS**

Examinations for Master Electricians, Equipment Installer, Low Voltage Installer, and Motion Picture Projectionist, shall be formulated by the Board and administered by the Secretary and one member of the Board. Qualified applicants will be notified of the date, time and place of the examinations. Failure of an applicant to appear shall be governed by Section 6.20.070 of the Electrical Code. A score of 70% or above is to

higher is to be considered a passing grade. Final approval or certification of grades will be determined by the Board before the grades are made public.

The Board, at its discretion, will accept an applicants Test results, indicating a passing grade of 70% or higher from any other testing agency, city or jurisdiction, when such other tests for Master Plumber or Journeyman Plumber are no less than equivalent to the current Examination for Master Plumber or Journeyman Plumber as formulated by this Board.

Verifiable proof of such Test Examination equivalency and the applicants passing test grades shall be certified by the alternate testing agency or jurisdiction and submitted with application for Metropolitan Master Plumber or Journeyman Plumber.

## **X. CERTIFICATIONS**

Upon request of any Metropolitan Master Plumber, Journeyman Plumber or Septic Tank and Overflow Contractor, desiring to discontinue plumbing operations for an indefinite period, the Board may suspend his or her certification with the provisions that said certificate may be reinstated at any time thereafter without being re-examined, provided that such person can otherwise qualify, making the certification "Inactive".

Upon request of any Metropolitan Master Plumber, Journeyman Plumber or Septic Tank and Overflow Contractor, desiring to reinstate his or her certificate, may do so, paying the current license fee without any waiting period making the certification "Active".

Upon request of any Metropolitan Master Plumber, Journeyman Plumber or Septic Tank and Overflow Contractor, who has reached the age of sixty-five (65), the Board may grant an appropriate, no-fee certificate proclaiming him or her to be an Honorary Plumber, and will be eligible to receive a "Complimentary Plumbing License" each year.

## **XI. REGISTRATION**

The Board shall review and approve all new and revised applications submitted to the Department of Codes Administration for registration as a Registered Plumbing Contractor under the provisions of Section § 6.52.140 of the Metropolitan Plumbing Code. The applicants may be asked to appear before the Board to answer questions pertaining to the application for registration.

The application for registration as a Registered Plumbing Contractor shall include thereon a provision for listing business and residence addresses and telephone number. The applicant shall furnish on said form his proposed address and local or toll free telephone number. Post office boxes and answering services shall not be acceptable in lieu of the above. It shall be the further duty of a contractor to notify the Department of Codes Administration immediately of any change in address or telephone number of the business of registrant. The business location of said registrant must be in a zone district which will permit such activity under the Zoning Ordinance of the Metropolitan Government.

"Full Time Services" of an individual holding a current and valid certificate as a Metropolitan Master Plumber as stated in Section § 6.52.130 of the Metropolitan Plumbing Code, shall be defined as an employee working a yearly average of not less than 36 hours per week. The Metropolitan Plumbing Contractor shall comply with the Federal, State, and Local laws governing employees including Workers Compensation coverage for the Certified Plumbing Contractor. The Metropolitan Plumbing Contractor being on the retainer to the Registered Plumbing Contractor shall not constitute or fulfill the definitions of a "Full Time Employee" unless he meets the foregoing requirements.

A Registered Plumbing Contractor shall have one of the following persons in residence within Davidson County throughout the duration of the work covered by each permit obtained by it:

- (1) Metropolitan Master Plumber; (2) Job Superintendent or Foreman; (3) Officer of the Corporation.

All registrations shall bear the signature of the Metropolitan Master Plumber and the signature shall be required on all plumbing permits.

## **XII. RECIPROCITY**

In lieu of Examination for a Metropolitan Master Plumber Certificate, the Board has established by reciprocal agreement with the City of Franklin, Tennessee, acceptance of a passing Test grade of 70.0% or higher, for any applicant who has previously been administered the Block and Associates Examination. Those applicants will be granted a Nashville and Davidson County Master Plumbers Certificate and pay all applicable fees.

The Board shall have the authority and jurisdiction to establish equal Reciprocity agreements for Examination with other cities, jurisdictions or municipalities when such other cities' examinations for Master Plumber are equivalent to the current examining requirements of the Board.

- XIII.** All matters to come before the Board, including appeal cases, applications for examination and registration forms, must be filed in the office of Codes Administration, seven (7) days prior to the scheduled Board Meeting to be heard on the first (1<sup>st</sup>) Tuesday of each month.

- XIV.** This Board shall have such other powers and duties as prescribed by the Metropolitan Plumbing Code and the Metropolitan Charter.

- XV.** The foregoing Rules and Regulations of the Metropolitan Board of Plumbing Examiners and Appeals are hereby adopted and shall become effective upon Approval of the Metropolitan Mayor under provisions of Section § 33.1.20 of the Metropolitan Code.

- XVI.** All prior Rules and Regulations of the Metropolitan Board of Plumbing Examiners and Appeals are hereby repealed.

**ATTEST:**

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**Secretary**

**Chairman**

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**Vice Chairman**

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**Member**

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**Member**

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**Member**

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**Member**

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**Member**

**The Metropolitan Board of  
Electrical Examiners and Appeals**

**Approved:**

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**Metropolitan Mayor  
of Nashville and Davidson County**

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**Date**