



2013 ELECTRICAL LICENSING APPLICATION

CHECK APPROPRIATE BOXES:

- | | |
|-------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> New Contractor's License - \$50.00 | <input type="checkbox"/> Contractor's Renewal \$35.00 (after 4/15/13 - \$50.00) |
| <input type="checkbox"/> New Master's License - \$25.00 | <input type="checkbox"/> Master's Renewal \$15.00 (after 4/15/13 - \$25.00) |
| <input type="checkbox"/> New Journeyman's License - \$15.00 | <input type="checkbox"/> Journeyman's Renewal \$10.00 (after 4/15/13 - \$15.00) |

PLEASE PRINT:

<input type="checkbox"/> Master Electrician	<input type="checkbox"/> Electrical Contractor
<input type="checkbox"/> Journeyman Electrician	Contact Person
Mailing Address	Mailing Address
City, State, Zip Code	City, State, Zip Code
Phone Number	Phone Number

Applicant's Current City of Kaukauna License Number: _____

Applicant's Current State of Wisconsin Master Electrician's License Number: _____

Applicant's Current State of Wisconsin Journeyman Electrician's License Number: _____

Submit Certificate of Insurance and license fees to City of Kaukauna, Department of Building Inspection, P.O. Box 890, Kaukauna, WI 54130.

Applicant's Signature _____ Date _____

Building Inspection Approval _____ Date _____

e-mail address: _____ Receipt No. _____

March 12, 2013

Dear Licensed Electrician:

Re: Electrical License Renewal

The following is a list of licensing requirements per City Code Sec.14.30 of the City of Kaukauna Municipal Code.

LICENSE REQUIREMENTS. (1). General. No person, firm or corporation shall engage in the business of planning, installing, altering, or repairing any electrical wiring or apparatus for the utilization of electrical current in the City of Kaukauna unless such person, firm or corporation obtains an Electrical License as required by this section.

(2). Contractor's License. Before entering into a contract with a second party, firm, corporation or partnership to install, alter or repair any electrical wiring, fixtures, devices or equipment, such person, firm, corporation or partnership shall be qualified and licensed as an Electrical Contractor by the Electrical Inspector. Each contractor shall have in its employment a full-time Master Electrician who shall possess a valid City of Kaukauna Master's License and who shall be responsible for permit applications and work execution.

(a). All contractor licenses shall be issued and granted only upon condition that the person, firm or corporation applying therefore shall first file with the Inspection Department a Certificate of Insurance with general liability insurance in the sum of \$1,000,000 minimum.

(3). Master Electrician License. Before a Master Electrician may do any electrical wiring in the City of Kaukauna, he must first be licensed as a Master Electrician with the City of Kaukauna's Electrical Inspector.

(4). Journeyman License. Before a Journeyman Electrician may do any electrical wiring in the City of Kaukauna, he must first be licensed as a Journeyman Electrician with the City of Kaukauna's Electrical Inspector.

ISSUANCE OF ELECTRICAL LICENSES. (1). General. Electrical licenses shall be issued by the City of Kaukauna's Electrical Inspector to all qualifying persons subject to the provisions of this Electrical Code. Such licenses shall not be assignable or transferable. Application for a license shall be made to the Electrical Inspector on forms furnished by him.

(2). License Periods. All licenses shall be issued for one (1) year commencing the first day of January and expiring on December 31 following, unless sooner revoked.

PLEASE SEE PAGE 2

(3).(a). License Fees. License fees are as follows:

Contractor's License.....	\$50.00
Annual Renewal Fee.....	\$35.00 (\$50 after 4/15/13)
Master's License.....	\$25.00
Annual Renewal Fee.....	\$15.00 (\$25 after 4/15/13)
Journeyman's License	\$15.00
Annual Renewal Fee.....	\$10.00 (\$15 after 4/15/13)

PERMITS. (1). General. In no case shall any electrical work be done unless an Electrical Permit has been issued. The Electrical Inspector shall issue permits for all electrical installations to the Master Electrician in charge upon filing of proper application which shall be made on forms furnished by the Inspector, and shall describe the nature of work as well as such other information as may be required for inspection.

(2). Exemptions. Electrical work performed by an Industrial Electrician in the plant or shop of his employer, where such electrical work does not involve a service change or work involved in a new or remodeled building requiring plan approval by the Wisconsin Department of Commerce (ILHR 50.12) is exempt from the above electrical permit requirement.

Enclosed is an application for electrical licensing. **Please complete the application form in its entirety and submit together with the appropriate application fees for Contractor and/or Master licenses** to the City of Kaukauna, Building Inspection Department, P.O. Box 890, Kaukauna, WI 54130-0890, before April 15, 2013. A receipt and your license card(s) will then be mailed back to you.

If you have any questions, please contact me at 920-766-6325.

Sincerely,

Jon Oldenburg, City Inspector
Building Inspection Department

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Enclosure - Application Form

cc-File