

**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 (6), 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 granted or renewed but shall not be issued:*

- 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.



City Hall  
 Inspection Services Div.  
 215 Church Avenue  
 PO Box 1130  
 Oshkosh WI 54903-1130

**CITY OF OSHKOSH  
 ELECTRICAL MAINTENANCE LICENSE APPLICATION**

\_\_\_\_\_  
 Company Name

I herewith make application for an Electrical Maintenance License, pursuant to the City of Oshkosh Electrical Code, Chapter 11, Section 11-28, I herewith swear that \_\_\_\_\_ holds a valid Class 1-Master Electrician or Class 2-Maintenance Supervisor Electrician certificate number \_\_\_\_\_. The holder of this Credential is a full time employee of this firm and will have complete supervision over all electrical work installed by this company.

**Liability Insurance Requirements:** By signing this form, the applicant acknowledges that Worker's Compensation and Liability Insurance policies must provide that the policy may not be canceled by the person/ company insured under the policy by the insurer except on 30 days written notice served on this Division in person or by certified mail. The person or company insured under the policy shall file with this Division proof of replacement insurance within the 30-day notice period and before the expiration of the policy. The Division may suspend without prior notice the License of a person or company who does not file satisfactory proof of replacement insurance.

**Unemployment Compensation Requirements:** By signing this form, the applicant is attesting that the business is making contributions or paying taxes required as Wisconsin unemployment compensation contributions under ch.108, Stats., or federal unemployment compensation taxes under 26 USC 3301 to 3311. If unsure whether unemployment compensation contributions/taxes are required for the business, call Unemployment Compensation Division @ (608) 261-6700.

**Worker's Compensation Requirements:** By signing this form the applicant is attesting that the business, if required under s. 102.28(2), Stats., has in force a policy of worker's compensation insurance issued by an insurer authorized to do business in Wisconsin or is self-insured in accordance with s. 102.28(2), Stats. If unsure whether worker's compensation insurance or self insurance for worker's compensation is required for the business, call Worker's Compensation Division @ (608) 266-1340.

\_\_\_\_\_  
 Signature of Company Officer

\_\_\_\_\_  
 Date

Subscribed and sworn before me this \_\_\_\_\_  
 day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Signature of the Certificate Holder

Original License Fee: \$100  
 Renewal License Fee: \$75

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_

Name, address & phone number of Certificate holder:

\_\_\_\_\_  
 \_\_\_\_\_

# 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



## ANNUAL ELECTRICAL PERMIT APPLICATION

DATE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Assessed Valuation:

Permit Fee

- |                          |                                                |          |
|--------------------------|------------------------------------------------|----------|
| <input type="checkbox"/> | \$50,000.00 or less -----                      | \$100.00 |
| <input type="checkbox"/> | \$50,000.01 to \$100,000.00 inclusive -----    | \$200.00 |
| <input type="checkbox"/> | \$100,000.01 to \$500,000.00 inclusive -----   | \$300.00 |
| <input type="checkbox"/> | \$500,000.01 to \$1,000,000.00 inclusive ----- | \$400.00 |
| <input type="checkbox"/> | \$1,000,000.01 and over -----                  | \$500.00 |

Amount enclosed: \_\_\_\_\_

Make checks payable to: **City of Oshkosh**