

ORDINANCE NO. 714

ELECTRICAL CODE - TOWN OF ST. JOHN

AN ORDINANCE FOR SAFEGUARDING LIFE AND PROPERTY BY REGULATING AND PROVIDING FOR THE INSPECTION OF ELECTRICAL WIRING, MATERIALS, DEVICES, APPLIANCES AND EQUIPMENT, AND THE METHODS AND STANDARDS OF INSTALLATION FOR THE ENTIRE ELECTRICAL INDUSTRY: CREATING THE OFFICE OF ELECTRICAL INSPECTOR AND PRESCRIBING HIS AUTHORITY AND DUTIES: PROVIDING FOR THE REGULATION AND EXAMINATION AND LICENSING OF ELECTRICAL CONTRACTORS: DESIGNATING A BOARD OF EXAMINERS THEREOF: GRANTING THEM AUTHORITY TO MAKE RULES AND REGULATIONS GOVERNING THE ELECTRICAL INDUSTRY AND FIXING A PENALTY FOR THE VIOLATION THEREOF AND PROVIDING FOR AN EMERGENCY.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF ST. JOHN, LAKE COUNTY, INDIANA, AS FOLLOWS:

INTRODUCTION  
PURPOSE AND SCOPE OF THE ORDINANCE

The purpose of this ordinance is the practical safeguarding of life and property from electrical hazards, arising from the use of electricity for light, heat, power, radio, signaling and other purposes. It covers the electrical conduits, raceways, conductors, and equipment installed within, or on public and private buildings and other premises, including yards, carnivals, parking lots, and industrial sub-stations. Also, the conductors that connect the installation to a supply of electricity and other outside materials, equipment and conductors adjacent to the premises. It does not cover installations in mines, ships, or such installations as may be exempt by statute, or the equipment employed by an electric or communication utility in the exercise of its function as a utility and located outdoors or in the buildings used exclusively for that purpose. This ordinance nor any rules or regulations adopted by the board of examiners is to be regarded neither as a design specification nor an instruction manual.

SECTION I  
THE BOARD OF EXAMINERS

A. The Board of Examiners shall consist of five (5) members; namely, the Town Electrical Inspector to be designated by the Town Board, and four (4) other members to be appointed by the Town Board for a term of one (1) year each. The four members appointed by the Town Board shall be citizens of the Town of St. John actually engaged in the electrical business as a contractor or as a journeyman electrician, and shall be subject to removal at any time by the Town Board. Vacancies in the Board of Examiners by reason of death, resignation or other causes shall be likewise filled by appointment by the Town Board.

B. The members of the said Board of Examiners shall hold a meeting within ten (10) days from their appointment, at which meeting they shall organize and adopt such rules and regulations as are deemed necessary and expedient for the purpose of administering this ordinance and duties hereinafter set forth;

C. At least two-thirds (2/3) of the members of the Board of Examiners must be present to constitute a quorum for the transaction of any business by the Board.

## SECTION II CONTRACTORS

This ordinance shall go into immediate effect upon its passage according to law. Before any person, firm or corporation shall actually engage in the trade or business of electrical contracting, the person engaged in the actual management of such person, firm or corporation shall be required to pass an examination before the Board of Examiners as to his ability to properly conduct said electrical contracting business in accordance with the rules and regulations hereinafter provided.

## SECTION III LICENSES: APPLICATION FOR AND INSURANCE OF

A. An applicant for an electrical contractors license, as contemplated by this ordinance shall file a written application on a form to be provided by the Clerk-Treasurer, with the electrical inspector of the town, stating the name of the person, names of all members of the firm or name of the corporation, as the case may be, desiring such electrical contractor's license; also, the name of the person who is to actively manage said business, and the person who is to take the examination; hereinafter called the "examinee, the relationship or authority and duty which he bears to the business conducted by such person, firm, or corporation applying for such electrical contractor's license, whether as owner, partner, officer, or manager, and the business address of such person, firm or corporation.

B. Each examinee for an electrical contractor's license shall pay the sum of \$50.00 to the Clerk-Treasurer of the Town of St. John, Indiana, before or at the time of filing said application for an electrical contractor's license. This examination fee is not returnable. Each examinee having qualified for an electrical contractor's license, must obtain the license within thirty (30) days from the date of examination.

C. Upon receipt of any such application and proof of the payment of the prescribed fee, it shall be the duty of the Clerk-Treasurer to notify in writing each member of the Board of Examiners of the receipt of such application; and the Board of Examiners, by its secretary, shall within fifteen (15) days after receipt of notice, set a date for the examination of the person who is to take the examination for an electrical contractors license as herein provided.

D. The applicant for an electrical contractor's license shall be notified in writing of the date of his examination at least five (5) days before such date at the address given in the application, and shall be examined by the Board of Examiners, and said Board of Examiners shall by its rules and regulations, establish the standard of results of said examination which all applicants shall meet to entitle them to a license.

E. The results of any examination conducted by the Board of Examiners shall be certified in writing to the Town Board of St. John, Indiana, by the members who were present at the time for the examination.

F. Any applicant failing to qualify for an electrical contractor's license shall not be eligible to file application for examination again for a period of six (6) months, and no other person of the same firm or corporation shall be entitled to an examination for an electrical contractor's license before the expiration of the six (6) months period.

G.-1 Any applicant having qualified for an electrical contractor's license, shall file with the Clerk-Treasurer an indemnity bond, with good and sufficient surety, to be approved by the Town Board of St. John, Indiana, in the penal sum of Five Thousand Dollars (\$5,000.00), such bond to guarantee the applicant will not violate any of the terms or conditions of this ordinance. Such applicant shall maintain such bond as long as he or it continues in business.

G.-2 No permit for the installation or alteration of any electrical wiring, devices, appliances or equipment shall be issued to any person unless such person is the holder of a license entitling such person to obtain permits for, and to execute, the work described in the application for the permit, unless evidence of a suitable performance bond covering work contemplated in the application is filed with the Electrical Department of the Town of St. John; and unless a certificate of insurance exhibiting \$100,000/\$500,000 bodily injury liability and \$50,000 property damage liability insurance is on file with the Electrical Department of the Town of St. John.

H. It shall be the duty of the Clerk-Treasurer of the Town of St. John, Indiana, upon receipt of an approved certificate that such examinee has passed the examination for an electrical contractor's license, issued by the Board of Examiners, and upon payment of One Hundred Dollars (\$100.00) to the Clerk-Treasurer for the initial license, signed and attested to by the Board of Examiners, to issue said license to such applicant.

I. All licenses issued under the provisions of this ordinance shall lapse on the 31st day of December of each year.

J. An application for a renewal of an electrical contractor's license shall be accompanied by a fee of Fifty Dollars (\$50.00) and may be filed any time during the month of January immediately following the date of expiration. Such application shall be granted provided the other requirements of this ordinance have been complied with. All applications for renewal of an electrical contractor's license shall be filed with the electrical inspector not later than January 31st of each year; otherwise, such electrical contractor's license must be obtained by a re-examination and payment of the license required by the initial license.

K. The license required by this ordinance to be issued by the Town of St. John shall not be transferable.

L. When the examinee of a license ceases to be actively connected with the electrical business of the license, the license issued to such business shall remain valid for sixty (60) days in order to enable another person to take the examination for such electrical business. Upon the expiration of such period, no new permits will be issued to such business, but the work for which permits have been issued may be completed.

M. Should a licensee desire to cease the operation of business for a period of time, the license may be maintained by the payment of the renewal fees and the filing of a bond as heretofore provided.

N. Any person or firm doing electrical work and obtaining an electrical permit commencing on the first day of January, 1987, will be granted an electrical license in the Town of St. John providing he meets all the other requirements of this ordinance. The person or firm requesting the license will have 90 days to make such application to the Electrical Licensing Board from the passage of this ordinance. After that time, the application will be treated as a new application.

O. Any contractor licensed by the Town of St. John, Indiana, under this ordinance shall obtain a permit before doing electrical work. Also, under the terms of this ordinance any contractor who permits any non-licensed contractor to use this permit to do electrical work in the Town of St. John, Indiana, shall be deemed in violation of the provisions of this ordinance and shall forfeit his or its licenses.

P. Any homeowner desiring to perform electrical work in his own home must, before doing any electrical work, register with the Electrical Inspector or the Clerk-Treasurer and, upon payment of a fee in the amount of \$10.00, request a one-unit electrical examination. Upon successfully passing the examination, he may apply for the proper electrical permit. The fee shall be paid to the office of the Clerk-Treasurer, and out of the \$10.00 fee, \$5.00 shall then be paid to the Electrical Inspector as an examination fee for a one-unit permit, and \$5.00 shall be credited to the General Fund. If the applicant fails to pass the examination, he will not be permitted to take another examination for 60 days, and the examination fee of \$10.00 will not be refunded.

SECTION IV  
ELECTRICAL INSPECTOR

- A. The Electrical Inspector shall be appointed by the Town Board. He shall be a practical electrician well versed in electrical work and shall have resided in the Town of St. John continuously for two (2) years immediately prior to his appointment.
- B. It shall be the duty of said inspector to approve or reject all plans or drawings for the installation or alteration of electrical work in the Town of St. John. He shall also inspect for approval all electrical installations covered by the provisions of this ordinance. He shall have the authority to remove or cause to be removed any obstructions which may prevent a complete inspection of any electrical installation.
- C. The Electrical Inspector shall have the authority, during reasonable hours, to enter any building or premises in the discharge of his duties for the purpose of making an inspection, re-inspection, or test of electrical installations contained therein. Contractors or persons making application for inspection of said electrical work shall make provisions for the electrical inspector to gain entrance to or have access to building in which work is being done. When any installation or equipment is found by the inspector to be defective, so as to be dangerous to persons or property, he shall notify, in writing, those persons or person responsible and they shall make the necessary repairs or changes required to place the equipment or installation in a safe condition as required by the inspector and this ordinance. Said repairs or changes must be completed in fifteen (15) days, or such time as specified by the inspector in his notice, or the inspector shall have the authority to disconnect or order the discontinuance of electrical service by the utility company to said equipment or installation. In cases of emergency, where faulty installations or equipment may be hazardous to persons or property or interfere with the work of the Fire Department, the inspector shall have the authority to immediately disconnect or cause to be disconnected any electrical service to said installation.
- D. The electrical inspector may delegate any of his powers or duties to his assistants.

SECTION V  
DEFINITIONS

- A. Electrical Work: The term "electrical work" as used in this ordinance, shall be construed to mean all erecting, altering, repairing, servicing, maintaining, or installing of materials, devices, appliances, signs, apparatus, motors, generators, fixtures, and equipment used for the distribution, transmission and/or supply of electrical energy, including conduits, tubes, raceways, ducts, wires, cables, busses, and similar materials used in the electrical industry for carrying and distributing electrical current, but not limited to the foregoing.
- B. The term "persons, firm and corporation" shall be construed to mean and include any person, firm, partnership, corporation, association, receiver, trustee, trustee in bankruptcy, or any combination thereof, or any organization, whether organized under the laws of the State of Indiana or foreign jurisdiction.
- C. The term approved shall be construed to mean approved by the authorities delegated to enforce this code.

SECTION VI  
PERMITS - EXCEPTIONS

A. The electrical inspector shall not issue a permit to do any electrical work in the corporate limits of the Town of St. John, to any person, firm, or corporation who has not qualified in accordance with the terms of this ordinance as herein provided.

B. The provisions of this ordinance regarding licenses shall not apply to any homeowner doing his own electrical work in a one-family residence for his own occupancy, providing he passes a homeowner's examination, upon otherwise complying with the ordinance as required of licensed contractors herein; provided, however, that said homeowner shall do the work himself upon the premises. If said owner should not do the work himself upon the premises, and he uses said permit with the intent to nullify a provision or provisions of this ordinance by himself or conspiracy with another or others, he shall be guilty of the offense of violating this ordinance and shall be punishable as provided hereinafter. Provided further, that a permit taken out by a homeowner may be transferred without cost to any electrical contractor licensed in the Town of St. John, said transfer to be effected by the electrical inspector. The permit issued to the homeowner shall have this section of the ordinance printed upon it.

C. When it is found that this ordinance has been violated, a notice of violation shall be issued. Any person receiving a notice of violation shall have ten (10) days in which to appear before the Electrical Department to show cause why the notice of violation should be set aside and rendered void.

D. If any person, firm or corporation shall violate any of the provisions of this ordinance, or shall do any act prohibited herein, or shall fail to perform any duty lawfully enjoined, within the time prescribed by the Electrical Inspector, or shall fail, neglect or refuse to obey any lawful order given by the Electrical Inspector in connection with the provisions of this ordinance, for each such violation, failure or refusal, such person, firm or corporation shall be fined in any sum not less than Twenty-Five Dollars (\$25.00), nor more than One Hundred Dollars (\$100.00). Each day of such unlawful activity as is prohibited by the first sentence of this section shall constitute a separate offense.

E. It shall be unlawful for any person, firm or corporation, whether as owner, lessee, sub-lessee, or occupant, to erect, construct, enlarge, alter, repair, improve, remove, convert, demolish, equip, use, occupy or maintain any building or structure, other than fences, in the Town of St. John or cause or permit the same to be done, contrary to or in violation of the provisions of this code.

SECTION VII  
SPECIFIC RULES AND STANDARDS OF WORK

- A. All electrical wiring in the Town of St. John, Indiana, shall be installed in accordance with the Indiana Electrical Code found in Title 675 of the Indiana Administrative Code, and Article 17 thereof which is hereby incorporated by reference in this ordinance and shall include later amendments to said Article as the same are published in the Indiana Register or the Indiana Administrative Code with effective dates as fixed therein. All electrical wiring shall likewise be installed in accordance with the following Articles of Title 675 of the Indiana Administrative Code and are hereby incorporated in this ordinance and shall include later amendments to those Articles as the same are published in the Indiana Register or the Indiana Administrative Code with effective dates as fixed therein:

Article 13 - Building Codes; Article 14 - One and Two Family Dwelling Codes; Article 16 - Plumbing Code; Article 17 - Electrical Codes; Article 18 - Mechanical Codes; Article 19 - Energy Conservation Codes; and Article 20 - Swimming Pool Codes.

- B. Any type of wiring methods not covered herein must have the approval of the Electrical Inspection Department of the Town of St. John, Indiana.
- C. No electrical wiring of any nature shall be concealed or enclosed before it has been inspected and approved by the Electrical Inspector.
- D. No electrical current shall be turned on in any building or addition until all fees are paid and a certificate issued by the inspector, showing that the work has been completed according to the provisions of this ordinance.
- E. No early service permits will be issued on any NM and NMC installations.
- F. On NM and NMC installations, temporary power must be supplied so that the electrical inspector can inspect the premises; and only after approved final inspection will the local public service company be allowed to install permanent electrical service.

SECTION VIII  
SERVICES

1. All service conductors shall have sufficient ampacity to carry the load as determined by the Indiana Electrical Code.
2. All service conductors shall be insulated.

3. New single-family residences under 1500 square feet shall have a minimum size service of 100 ampere 3 wire, with a 20-circuit panel and main disconnect mounted on a painted plywood panel. New single-family residences over 1500 square feet shall have a minimum size service of 200 ampere 3 wire with a 30 circuit panel and main disconnect mounted on a painted plywood panel.
4. In the event a mast type service riser is required, the minimum size conduit shall be 1-1/2" and shall extend at least 24" above the roof line. An approved flashing must be installed where conduit extends through the roof. Mast in excess of 24" shall be supported or braced. Aluminum conduit will not be allowed for mast type installations.
5. Service disconnecting means distribution panels shall not be located in closets, bathrooms over kitchen sinks, and must have sufficient spacing from exposed water, gas and sewer lines or pipes according to the Indiana Electrical Code.
6. In residences having service disconnecting means located in the basement, the minimum mounting height from the center of the equipment shall be five (5) feet from the floor. In residences where the service disconnect is not located in the basement, the minimum center height shall be five and one-half (5-1/2) feet from the floor or ground level.
7. All temporary construction services shall be inspected before being connected to the utility supply.
8. Services over 800 ampere shall be governed by the Indiana Electrical Code and the Inspection Department shall be consulted for approval.
9. A special inspection program must be approved by the Electrical Inspection Department prior to installation of any aluminum wiring.
10. Any services not covered in this article shall have the approval of the Electrical Department.
11. Partial service release available for the convenience of the contractors are to be terminated after thirty (30) days unless renewal is requested and granted.



11. In general, on 15 and 20 ampere branch circuits, the number of current delivering outlets shall be limited to 10 per circuit.

SECTION IX  
LOW VOLTAGE

All low voltage installations in the Town of St. John, Indiana, shall be installed in accordance with the Indiana Electrical Code.

No person shall install any low voltage circuits or equipment for use as signaling, communications, or control until a permit from the Electrical Inspection Department has been issued.

Only those persons licensed by the Town of St. John, Indiana, shall install in a public place, or for others, any low voltage communications, signaling or control equipment. Persons installing such equipment in any hall, building, ballrooms, or other occupancies used or rented by the general public shall be employed by or under the direct supervision of a licensed electrical contractor. All low voltage systems and installations shall be clearly marked and dated by the installer.

SECTION X  
FEES AND APPLICATIONS FOR ELECTRIC SIGNS

Applications for all electric signs must be accompanied by drawings, plans and rezoning certificate before permit is given. Any deviations from this order shall be considered a violation and will be handled accordingly. (No work shall be started until a permit is obtained.)

Inspection Fee.....	\$10.00
Administration.....	5.00
	<u>\$15.00</u>

SECTION XI  
ADDENDUM

All persons working on sound equipment must be licensed by the Town of St. John Electrical Department.

All sound and public address systems shall conform to the Indiana Electric Code.

SECTION XII  
PERMIT FEES

Commercial: Service 240 Volts - .20 cents per ampere  
480 Volts - .40 cents per ampere

Fees for any service over 480 volts will be assessed by the Electrical Inspector.

All inspections on commercial work will be \$5.00 per inspection. Number of inspections needed is to be determined by the Electrical Inspector.

Any permit issued will have a \$5.00 administration fee.

All inspection fees must be paid before an occupancy permit will be issued.

Residential, New & Rewire:

Permit - 100 ampere .15 cents per ampere	
100 ampere permit.....	\$15.00
Rough inspection.....	5.00
Final inspection.....	5.00
Administration fee.....	5.00
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	\$30.00

Permit - 200 ampere .15 cents per ampere	
200 ampere permit.....	\$30.00
Rough inspection.....	5.00
Final inspection.....	5.00
Administration fee.....	5.00
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	\$45.00

Temporary Pole permit up to 100 ampere.....	\$ 5.00
Inspection fee.....	5.00
Administration fee.....	5.00
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	\$15.00

Early Service Release.....	\$10.00
Inspection fee.....	5.00
Administration fee.....	5.00
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	\$20.00

Red Tag inspection.....	\$10.00
Administration fee.....	5.00
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	\$15.00

If all electrical permits are taken out at the same time, electrical permit, temporary pole, early service, the administration fee will be paid only once.

All permit fees and inspection fees go to the Electrical Inspector. Administration fees go into the general fund of the Town of St. John, Indiana.

Temporary pole over 100 ampere - .20 cents per ampere	
Inspection fee.....	\$ 5.00
Administration fee.....	5.00
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	\$10.00
Early Service permit.....	10.00
Inspection fee.....	5.00
Administrative fee.....	5.00
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	\$20.00
Red Tag inspection.....	\$15.00
Administration fee.....	5.00
	-----
	\$20.00

Commercial Buildings: All permit fees and inspection fees go to the Electrical Inspector. Administration fees go into the general fund of the Town of St. John.

SECTION XIII  
VIOLATIONS, RIGHT OF APPEAL, AND REMEDIES

- A. It shall be unlawful for any person, firm or corporation, whether as owner, lessee, sub-lessee, or occupant, to erect, construct, enlarge, alter, repair, improve, remove, convert, demolish, equip, use, occupy or maintain any building or structure, other than fences, in the Town of St. John or cause or permit the same to be done, contrary to or in violation of the provisions of this code.
  
- B. All persons shall have the right to appeal the Electrical Inspector's decision first through the St. John Board of Zoning Appeals and then to the Fire Prevention and Building Safety Commission of Indiana in accordance with the provisions of IC 22-11-1-16 OR IC 22-11-1-21.5 as applicable.
  
- C. The Electrical Inspector shall, in the name of the Town of St. John, bring actions in the Circuit, Superior, or County Courts of Lake County, Indiana, for mandatory and injunctive relief in the enforcement of and to secure compliance with any order or orders, made by the Electrical Inspector, and any such action for mandatory or injunctive relief may be joined with an action to recover the penalties provided for in this ordinance.

EFFECTIVE DATE

That this electrical code is a restatement and reenactment of an original electrical code of the Town of St. John, as amended, and shall, therefore, be in full force and effect from and after its adoption and passage.

Passed and adopted unanimously by the Board of Trustees of the Town of St. John, Lake County, Indiana, this 11 day of JANUARY, 1988.

*David M. Bielski*

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DAVID M. BIELSKI

*Douglas Patterson*

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DOUGLAS PATTERSON

*Randall Harmon*

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RANDALL HARMON  
Town of St. John, Board of  
Trustees, Lake County, Indiana

Attest:

*Betty L. Siedelmann*

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Betty L. Siedelmann  
Clerk-Treasurer