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## REQUIREMENTS FOR ANNUAL PERMITS AND MAINTENANCE PLUMBER & MAINTENANCE ELECTRICIAN CERTIFICATES OF REGISTRATION

Pursuant to Section 8-100 (Sec. 104.8 and 104.9) of the Tempe City Code, the following requirements are applicable to Annual Permits, Maintenance Plumbers and Maintenance Electricians:

### **104.8 Annual permits.**

**104.8.1 Scope.** Any person, firm or corporation employing a person who holds a valid maintenance electrician or plumber's certificate of registration may obtain an annual permit in lieu of separate permits for additions, alterations, repair or maintenance of electrical and plumbing systems or equipment on the premises owned or occupied by said person, firm or corporation.

**104.8.2 Work report.** A list of all additions and alterations not generally regarded as maintenance shall be prepared by the person who holds the maintenance certificate of registration, and submitted monthly to the building official together with any plans or working drawings.

### **104.9 Maintenance electrician or plumber.**

**104.9.1 Maintenance electrician or plumber, defined.** For the purpose of this code, a maintenance electrician or plumber is a person who performs or supervises alteration, repair or maintenance of electrical or plumbing systems and equipment in, or about, buildings, structures or premises and holds a valid maintenance electrician's or plumber's certificate of registration issued by the city.

### **104.9.2 Maintenance electrician's or plumber's certificate of registration.**

Persons may obtain a maintenance certificate of registration as follows:

1. Any employer may elect to appoint one or more full-time maintenance electricians or plumbers to perform or supervise the alteration, repair or maintenance of electrical wiring and equipment or plumbing system and fixtures in or about buildings, structures or premises owned or occupied by the employer.
2. Every person desiring to hold or renew a maintenance certificate of registration shall make application with the building official on a form furnished by the city for that purpose.
3. Every person applying for a maintenance certificate of registration shall pay to the city a fee as prescribed in Table 2-A at the time of application. No portion of any fee shall be returned either upon failure to qualify, or upon revocation of certification, or for any other cause.

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4. Every person applying for a maintenance certificate of registration shall undergo such examination as to qualifications and competency to alter, repair or maintain electrical or plumbing systems and equipment as the building official shall direct; provided, however, that the examination shall relate exclusively to the trade or vocation of the desired certificate.
  5. Every person applying for the renewal of a maintenance certificate of registration shall undergo an examination as to verify the applicants' qualifications and competency relative to the Tempe code provisions as adopted at the time of application. The renewal exam will be administered as an open book exam whereby the exam will be sent to the applicant along with the annual renewal form and a copy of Tempe's code amendments. A grade of at least seventy-five percent (75%) is required to qualify for registration renewal. Renewal applicants whose initial exam was based on the current electrical code edition need not complete the renewal exam.
  6. Every applicant shall have an examination grade or standing of at least seventy-five percent (75%) in order to be entitled to a maintenance certificate of registration. The building official shall, within five (5) days after the grades have been determined, notify each applicant of the grade and whether or not they passed the examination.
  7. Any person who fails to pass an examination for a maintenance certificate of registration may apply for re-examination after the expiration of thirty (30) days without payment of additional fees. Should such person fail to pass an examination the second time, the building official shall refuse a third application until after the expiration of six (6) months. After six (6) months, such person is permitted to reapply and shall pay the regular examination fee.
  8. A maintenance certificate of registration shall be issued to every person who makes application for such certificate, pays the required fee, and successfully passes the examination. It is further provided that a maintenance electrician or plumber need not hold an electrical or plumber contractor's license issued by the state.
  9. Any maintenance certificate of registration issued hereunder shall be subject to suspension or revocation by the building official for failure to alter, repair or maintain electrical wiring or equipment or plumbing systems and fixtures in compliance with the appropriate code.
  10. Unless earlier suspended or revoked for cause, all maintenance certificates or registration issued by the city shall expire on March 1 of each year and may be renewed for the following year upon receipt of application and the payment of a fee to the city on or before March 1 of each year. Applications for renewal must include completed renewal exams as specified in Item #5.
  11. A maintenance certificate of registration shall become void in the event that said holder of a maintenance certificate shall cease to act as the maintenance person for the employer specified in the application for such certificate.
  12. Any person holding a maintenance certificate of registration shall notify building official within five (5) days of the termination of employment with the employer specified in the application for such certificate.
  13. Certificates of registration are not transferable from one person to another, and the lending of any certificate of registration or obtaining of permits thereunder for any other person shall be deemed cause for revocation of same.

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**104.9.3 Appeal.** Any person who is denied a certificate of registration and wishes to obtain a review of the determination made by the building official shall, within ten (10) days after notification of denial of a certificate of registration, file an application for hearing before the appropriate code advisory board of appeals with the secretary of the board stating the reasons for said appeal. It shall be the duty of the secretary to notify the chairman of the board of the appeal. The applicant shall be notified to appear and meet with the board for a hearing on said appeal at such time and place as the board shall direct but not more than twenty-five (25) days after the application for rehearing is filed. If the board reaffirms the denial of a certificate of registration, the applicant shall be notified of said denial within five (5) days following the date of rehearing. An advisory board of appeals shall have the authority to restrict, revoke or temporarily suspend any maintenance certificate of registration granted hereunder for good cause shown for any of the following reasons:

1. If a certificate of registration was obtained by fraud or misrepresentation.
2. If any reason exists which would have been cause for denial of such certificate of registration.
3. For negligently or willfully violating the provisions of this article or for refusal to correct such violations.
4. For repeated violations of this Section.
5. For permitting any other person to use such certificate of registration or to perform any act or work of the kind authorized by such certificate for the purpose of avoiding compliance with this article.

The action to restrict, revoke or temporarily suspend any certificate of registration may be commenced upon request of the building official, or upon motion and presentation of cause by any member of the board.

Before any certificate of registration is restricted, revoked or temporarily suspended, the board shall hold a hearing and give the holder of such certificate a fair and reasonable opportunity to present reasons and evidence against the restrictions, suspensions or revocation.

Any person whose certificate of registration is restricted, suspended or revoked shall be notified of such action by registered mail and shall have appeal rights in accordance with the provisions of Section 110 of this code.