



Town of North Hempstead

Examining Board of Electricians

210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov



Qualification Requirements for Electrical Inspection Agencies

1. Chief Electrical Designate must meet one or more of the following requirements:
 - An electrician who satisfies the minimum requirements for a master electrician's license in the Town, plus three years' additional field experience.
 - A person with qualifications and experience acceptable to the Building Commissioner and the Board of Electrical Examiners in the field of trade electrical installation.
 - A certified licensed electrical engineer with at least three years of field experience supervising electrical installations.
2. Chief electrical designate must hold a certificate of competency, or equal as determined by the Building Commissioner and the Board of Electrical Examiners, from a nationally recognized and accredited electrical inspection testing agency or organization. This same individual must be an officer or employee of the organization and must have a supervisory position to all inspectors. If the chief electrical designate leaves the firm, all inspections will be suspended until another approved designate meets the qualifications and is approved by the Electrical Examining Board.
3. Electrical Inspector(s):
 - Must report to the Chief Electrical Inspector of organization
 - Must meet one or more of the following requirements:
 - Certified licensed electrical engineer or,
 - An electrician who satisfies the minimum requirement for master electrician's license in the Town of North Hempstead
 - A person with qualifications and experience acceptable to the Building Commissioner and the Board of Electrical Examiners in the field of trade electrical inspection
4. Neither the chief electrical inspector, nor any electrical inspector(s) may hold an active electrician's license or other accreditation which may be determined as conflicting with the interest and independence of the inspection agency as it relates to an unbiased ability to serve the public interest. Any such license/accreditation shall be shelved or made inactive during the term or life of their inspection agency.
5. The Chief Electrical Inspector and electrical inspectors shall belong to a nationally recognized and chartered trade association with continuing education courses and certification programs. Proof of membership, by inspector, shall be submitted annually to the Town.
6. Any inspections required by the Town shall be performed by the inspection agency, but in no event shall the Town be charged for the same, or any re-inspection(s) required for same.



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7. Insurance Requirements:
 - Name the Town of North Hempstead as an additional insured.
 - Have not less than five million dollars (\$5,000,000) for all damages arising out of bodily injury to one (1) person.
 - Have not less than ten million dollars (\$10,000,000) for damages arising out of bodily injury in anyone (1) accident.
 - Have not less than ten million dollars (\$10,000,000) for property damage.
 - Remain in full force and effect throughout the period such inspection agency performs electrical inspections in the Town of North Hempstead. Said insurance shall provide no cancellation or material modification of such policy shall be made unless at least fifteen (15) days prior written notice thereof is given by registered or certified mail to the Commissioner of Buildings of the Town of North Hempstead and the Examining Board of Electricians.
8. Should the requirements above not be met at any time, for any time, the approval to inspect shall be voided and removed for a period of not less than two years.
9. Any approved inspection agency shall be done so with the intent of such approval being in the interest of the public's safety. Any action or result of action by the inspection agency during the course of its accreditation that impairs or causes harm to the public's safety, as determined by the Commissioner of Buildings of the Town of North Hempstead and the Examining Board of Electricians, shall be cause for revocation of the inspection agency's right to perform electrical inspections in the Town.
10. The initial application fee for an Electrical Inspection Agency Certification is **\$100.00**. This fee is non-refundable and is ***due upon submission of your application***. An additional fee of **\$400.00** is due upon approval. The License period is **1 Year**. The fee for license renewal is **\$250.00**. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.
11. Upon initial review of your application you will receive an **Electrical Inspection Agency Notarization Form**. This form requires your signature and must be notarized and returned to us prior to the issuance of your license.

Below is the list of documents required to be submitted with your application. If you have any questions, please contact the Licensing Coordinator, [Kristen Trinidad](#).



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<input checked="" type="checkbox"/>	Name of Chief Electrical Designee, resume, and proof of qualifications (see item 1 & 2 of qualifications), provide affidavit.
<input checked="" type="checkbox"/>	Name of all electrical inspectors and proof of their qualifications (see item 3 of qualifications). Insurance Certificates (see item 7 of qualifications). For each inspector, provide a recent high-quality passport-sized photo.
<input checked="" type="checkbox"/>	Insurance Certificates (see item 7 of qualifications)
<input checked="" type="checkbox"/>	Schedule of charges for inspections (will be kept on file for view by the public)
<input checked="" type="checkbox"/>	A copy of the following forms used by the agency: <ul style="list-style-type: none">• Inspection Report• Violation Notice Electrical Certificate
<input checked="" type="checkbox"/>	Renewal Only - Updated List of Chief Electrical Designee and inspectors. Provide proof of qualifications for all new inspectors, such as a resume. For each inspector, provide a recent high-quality passport-sized photo.
<input checked="" type="checkbox"/>	Renewal Only - Proof of continuing education and/or certification of inspectors.
<input checked="" type="checkbox"/>	Renewal Only - Proof of code change workshops by Chief Electrical Designee.