



Electric Service Requirements

Wadsworth Municipal Electric Department

Service will not be connected until all requirements are met!!!!

General Requirements

- To ensure the **safety** of Electric Department personnel, no new service will be connected if back-fed from the temporary service. If power is needed for furnace, etc. It shall be isolated from the service panel. After new service is connected and temporary service is disconnected the customer/contractor can connect any isolated devices to the service panel.
- The Electric Department shall be notified before any meter seal is broken, except for emergency repairs, in which case the Electric Department shall be notified the next working day. **Failure to do so may result in prosecution** under Ohio's meter tampering law.
- Residential electrical work within Wadsworth's corporation limits shall be done by an electrical contractor registered with the city of Wadsworth. Non-residential work, and residential work outside of the City, shall be performed by contractors registered with the Medina County Building Department. Homeowner may do electrical work on a single-family dwelling that they will live in for at least one year. The necessary permits must be obtained before any work begins.
- The **electrical inspection certificate** must be received by the City Billing Office within **30 days** of a service change or repair in order for service to continue uninterrupted. Services which have not been inspected within 30 days **will be disconnected**.
- All meter sockets shall be furnished by the Wadsworth Electric Department for installation by the customer/contractor after the necessary permits are obtained. No wiring shall be installed through the back of any meter. If a meter socket from another source is installed without the permission of the Wadsworth Electric Department, the owner/contractor shall be required to replace it with an approved socket. **Call the Electric Department at 335-2838 or 335-2833 1 day before meter pick-up at 365 Broad Street.**
- The meter must be accessible at all times. If access is blocked by any obstruction such as an enclosed porch, fence, building addition etc., the meter must be moved at the customer's expense within 30 days to maintain electrical service to the premises.

Temporary Service

- No temporary service will be connected until **application for service** has been made at the City of Wadsworth Billing Office in City Hall, located at 120 Maple Street.
- **To obtain an electric permit or request a temporary residential service inspection (within the City), call the Building Department at 335-2753.** No temporary service will be connected until notification of inspection approval has been received by the Electric Department. **All underground temporary installations should be installed 5 feet behind, (on the house side) of any transformer or secondary pedestal.** Temporary service which will serve a job trailer, other non-residential structures, or residential work outside of the City must be have permits and inspections from the County- (330) 336-6657. Overhead/temporary service should be no more than 75' from the proposed point of temporary attachment to existing facilities. If there are questions concerning the location for temporary service, call (330) 335-2827.
 1. Obtain an electric permit (from the City Building Dept.- (residential), or Medina Co.Bldg.Dept. - (commercial); or a completed New Service Application from The Utility Billing Office for residential work).
 2. Apply for service at the Utility Billing Office (if not already done).
 3. Install temporary.
 4. Request Inspection from the City Building Dept. (Medina Co. Bldg. if non-residential or outside City limits).
 5. Building Depts. will notify the Electric Dept. that temporary is approved for energizing.
 6. Electric Dept. will inspect for compliance with their regulations, and if approved, energize.

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Underground Service

- All underground services shall be installed in conduit from point of utility connection to the line side of the meter socket in a trench with a minimum depth of 24".
- **Applicant must contact Wadsworth Communications at (330) 335-2888 when the trench is opened so that cable service wire can be installed.**
- **Service trenches shall not be backfilled until inspected by the City of Wadsworth Building Department (residential), or the Medina County Building Department (non-residential and residential outside of the City), and Wadsworth cable has been installed. For in City residential inspections call the City Building Department to schedule at 330-335-2753). For all others call Medina County at 330-336-6657.**
- **Services which are backfilled without inspection approval and Wadsworth communications installation shall be uncovered at customer/contractor expense.**
- Service conduit shall be installed into a utility pull box or transformer by the customer/contractor. Call the Electric Department at 335-2837 or 335-2833 to have the pull box or transformer opened for such installations. The service neutral conductor shall be clearly identified for utility connection. When cutting conductors in utility pull boxes, leave a minimum of 24" so that proper connections can be made.
- When service conductors are paralleled, matching phase and neutral conductors must be clearly identified.
- Where underground service is supplied from a utility pole, conduit shall be installed by the customer/contractor on 4" minimum standoffs at intervals no less than six feet, with the weatherhead within 12" of utility secondary.
- On three-phase underground services the contractor is responsible for supplying and installing the secondary terminations on the transformer.
- Underground meter sockets shall be installed 4'-6' above final grade.
 1. Obtain an electric permit (from the City Building Dept. or Medina Co.)
 2. Apply for service at the Utility Billing Office.
 3. Install the Service.
 4. Contact the Wadsworth Communications Department to install cable service wire.
 5. Request inspection from the City Building Dept. (Medina Co. Bldg. if non-residential or outside City limits).
 6. Building Depts. will notify the Electric Dept. that the service is approved for energizing.
 7. Backfill.
 8. Electric Dept. will energize.

Overhead Service

- Service drop deadends (house knob or clevis) to be installed by customer/contractor on all new services or service changes requiring the relocation of an existing deadend, **must** be installed in **solid** wood.
- Service weatherheads shall be installed at a height which will allow a minimum ground clearance of 12' on the utility service drop. More may be required in some situations. Consult the Electric Department with any questions.
- Where a service mast is required, it shall be 2" id conduit or greater. If smaller conduit is used the Electric Department will require that it be replaced at customer/contractor expense.
- 24" minimum of service conductor shall be left at weatherhead for utility connection.
- Overhead meter sockets shall be installed between 4' and 6' above **final** grade.

RESIDENTIAL ELECTRICAL PERMITS.

(A) *Permit required; issuance.* No person shall install electric wiring for any purpose in any one-, two-, or three-family residential dwelling, garage, pool, or other structure within the limits of the city, without first securing an electrical permit from the Building Department. At the time of application, the applicant shall supply a full written statement as to the nature and extent of the electrical equipment about to be installed. The Building Department may issue a permit for such electrical installation conditioned that such electrical equipment shall be installed in accordance with and shall in all respects conform to the currently adopted National Electrical Code for electric wiring and apparatus, the city utility rules and regulations, and that the applicant shall obtain all required inspections for work performed.

(B) *Registration required; permit exemptions.* No permit will be issued to any person other than a bona fide homeowner, as defined in § 150.078(A), to install electric wiring for any purpose in any one, two, or three family residential dwelling, garage, pool, or other structure within the limits of the City, unless such person is duly registered by the city to perform electrical wiring work. However, no permit or registration shall be required in order to execute the following work:

- (1) Installations other than one-, two-, or three-family dwellings.
- (2) Any work involved in the manufacture, test or repair of electrical materials, devices, appliances or apparatuses but not including any permanent wiring other than that required for testing purposes.
- (3) The assembly, erection and connection of electrical apparatus equipment by the manufacturer.
- (4) For minor repair work such as repairing flush or snap switches, replacing fuses or lamps and receptacles, or for the connection of portable devices to suitable receptacles which have been permanently installed. Public utility companies and corporations engaged in the manufacture or distribution of electrical energy for commercial purposes shall not be required to obtain permits as issued under this Building Code, or to pay inspection fees for the manufacture, distribution, transmission and metering of electrical energy, and installation, maintenance, repair and replacement of the necessary and incidental equipment thereof by them. The company shall be allowed to restore service temporarily in emergencies such as storms, accidents and the like. Telephone and telegraph district messenger companies shall not be required to obtain permits as used under this Building Code, or to pay inspection fees for the operation of signal, control circuits or the transmission of intelligence.

(C) *Electrical inspection.*

- (1) Upon completing the electrical work to be concealed within the structure, the electrical contractor shall notify the Electrical Inspector who shall inspect the same for workmanship, conformance with the National Electric Code, and the city utility rules and regulations. If the workmanship passes inspection, the Inspector shall leave notification that such work has met with his approval.
- (2) When the electrical contractor has completed the entire installation of electrical equipment from the utility's electric supply lines to the fixture outlets, including complete service entrance, all outlets, fuses, circuit breakers, switches, and plug receptacles and fixtures, he shall notify the Inspector who shall inspect the complete job for workmanship and grounds. If the completed electrical installation passes the inspection as to workmanship and freedom of grounds, the Electrical Inspector will then give to the electrical contractor and the utility a written notice to that effect.
- (3) The Inspector shall also notify in writing the city utility office of the final electrical inspection.

(4) No building shall be used or occupied in whole or in part, prior to passage of the final electrical inspection.

(5) No concealed wiring shall be lathed over or in any manner concealed from sight until approved by the Electrical Inspector.

(6) All materials used shall conform to the standards established by the Underwriters Laboratories, Inc.

(7) All defective wiring ordered repaired by the Electrical Inspector must be corrected within six days after written notice from the Electrical Inspector. The Electrical Inspector is hereby authorized to order electrical service discontinued from any building in which the electrical wiring is found to be in a hazardous condition.

(E) *Electrical work rules.*

(1) All work done beyond the weather head on overhead services, and the point of service on underground services, with the exception of meters, are subject to licensing and permit fees.

(2) All work must be performed by either the bona fide property owner of a single-family structure or a city-licensed contractor or subcontractor.

(3) A licensed contractor may subcontract work to any subcontractor holding a valid license. Such subcontractor shall be required to transfer this permit into his name.

(4) A licensed contractor may hire employees to work directly for the contractor and to actually perform the work involved. The licensed contractor shall, however, be responsible for all work performed under his license by his employees.

(5) No licensed contractor or subcontractor shall allow his name to be used by any person, directly or indirectly, either to obtain a permit or to do work under his certificate or license.

(6) The license holder shall be responsible for access to buildings where inspections are required. Re-inspection fees will be assessed for no access when called.

(7) Re-inspection fees will be assessed for defective/incomplete work. The license holder shall be responsible for all such fees as listed in the Building Department fee schedule.

(8) Before any service is released to the electric utility, all panel covers shall be installed with at least one breaker installed with a connected load.

(9) Permits shall be denied when three active permits are in violation of the National Electric Code or electrical installation rules and regulations.

(10) Ceilings, walls, and underground wiring shall be inspected prior to backfilling or covering. Where covered prior to inspection, the responsibility for exposing the wiring shall be that of the person or persons who have violated this section of the code.

RESIDENTIAL HEATING AND AIR CONDITIONING PERMITS.

(A) *Permit required.* No person shall install heating, ventilation, or air conditioning (HVAC) equipment for any purpose in any one-, two-, or three-family residential dwelling, garage, or other structure within the limits of the city, without first securing a permit from the Building Department. At the time of application, the applicant shall supply a full written statement as to the nature and extent of the electrical equipment about to be installed. The Building Department may issue a permit for such heating or air conditioning installation conditioned that such equipment shall be installed in accordance with, and shall in all respects conform to the currently adopted mechanical code for heating, ventilation and air conditioning equipment and apparatus, the city utility rules and regulations, and that the applicant shall obtain all required inspections for work performed.

(B) *Registration required; permit exemptions.* No permit will be issued to any person other than a bona fide homeowner, as defined in § 150.078(A), to install or replace heating, ventilation or air conditioning equipment for any purpose in any one-, two-, or three-family residential dwellings, garages, or other structure within the limits of the city unless such person is duly registered by the city to perform heating, ventilating, and air conditioning work. However, no permit or registration shall be required in order to execute the following work:

- (1) Installations other than one-, two-, or three-family dwellings.
- (2) Any work involved in the manufacture, testing, maintenance or repair of heating, ventilating, or air conditioning materials, devices, appliances or apparatuses.
- (3) The assembly, erection and connection of HVAC apparatus equipment by the manufacturer.
- (4) For minor repair work such as repairing, or for the connection of portable devices to suitable receptacles which have been permanently installed.
- (5) The installation of wood burning or fuel gas fireplaces or accessories shall require a permit but may be installed by non-registered contractors.
- (6) Public utility companies and corporations engaged in the distribution of fuel gas for commercial purposes shall not be required to obtain permits as issued under this Building Code, or to pay inspection fees for the manufacture, distribution, transmission and metering of fuel gas, and installation, maintenance, repair and replacement of the necessary and incidental equipment thereof by them. The company shall be allowed to restore service temporarily in emergencies such as storms, accidents and the like.

(C) *Permit issuance.* Application shall be made to the Building Department for a heating, ventilation and air conditioning permit for work involving the installation of residential heating and cooling equipment including fuel burning fireplaces. All necessary inspections shall be requested and approved before use of the equipment. Any installation requiring new electrical wiring to be connected to the service panel shall also require an electrical permit and inspection.

(D) *HVAC inspection.*

(1) Upon completing the HVAC work to be concealed within the structure, the heating contractor shall notify the Heating Inspector who shall inspect the same for workmanship, conformance with the mechanical code, and the city utility rules and regulations. If the workmanship passes inspection, the Inspector shall leave notification that such work has met with his approval.

(2) When the heating contractor has completed the entire installation of HVAC equipment, he shall notify the Inspector who shall inspect the complete job for workmanship and conformance with the code. If the completed installation passes the inspection, the Heating Inspector will then give to the heating contractor a written notice to that effect.

(3) No building shall be used or occupied in whole or in part, prior to passage of the final HVAC inspection.

(4) All materials used shall conform to the standards established by the Underwriters' Laboratories, Inc.

(5) All defective installations ordered repaired by the Heating Inspector must be corrected within the time specified in the written notice.

(6) The Heating Inspector is hereby authorized to order natural gas or electric service discontinued to any appliance or building in which the heating equipment or venting is found to be in a hazardous condition.

(E) *Electrical, heating and air conditioning work rules.*

(1) All work done beyond the weather head on overhead services, and the point of service on underground services, with the exception of meters, and exemptions listed in division (C) of this section, are subject to registration and permit fees. Exception: An empty underground raceway may be installed by an unlicensed contractor for one, two and three family residential dwelling and accessory building projects provided:

(a) A permit is secured before any work begins.

(b) All electrical wires are installed and all terminations performed by a registered city electrical contractor.

(2) All work must be performed by either the bona fide property owner of a single-family structure or a city registered contractor or subcontractor.

(3) A registered contractor may subcontract work to any subcontractor holding a valid registration. Such subcontractor shall be required to transfer this permit into his name.

(4) A registered contractor may hire employees to work directly for the contractor and to actually perform the work involved. The registered contractor shall, however, be responsible for all work performed under his registration by his employees.

(5) No registered contractor or subcontractor shall allow his name to be used by any person, directly or indirectly, either to obtain a permit or to do work under his certificate or registration.

(6) The registration holder shall be responsible for access to building where inspections are required. Re-inspection fees will be assessed for no access when called.

(7) Re-inspection fees will be assessed for defective/incomplete work. Registration holder shall be responsible for all such fees as listed in the city Building Department fee schedule.

(8) Before any service is released to the electric utility, all panel covers shall be installed with at least one breaker installed with a connected load.

(9) Electrical, heating or building permits shall be denied when three active permits are in violation of this code.

(10) Ceilings, walls, and underground wiring, piping or ductwork shall be inspected prior to backfilling or covering. Where covered prior to inspection, the responsibility for exposing said installations shall be that of the person or persons who have violated this section of the code.

(11) All electrical connections between appliances and building wiring, which connection include motors, controls and all necessary electrical equipment in order to properly operate such appliances, shall conform to the National Electric Code. This be interpreted to require a registered installer of heating systems and all allied systems may connect, repair or install the necessary electrical connections, but each heating and air conditioning unit shall be energized from an electrical service outlet. Such installation shall be within sight of and within 50 feet of the unit involved. In no event shall the installer make direct connection into the electrical service panel wherever located, unless he is a registered electrical contractor or an employee of a registered electrical contractor. Exception 1: City registered HVAC contractors and Medina County registered plumbing contractors may perform the electrical load side connection from an overcurrent protection device in an existing electrical panel to a furnace, sump pump, boiler, air conditioner, dishwasher, disposal, or a hot water tank for residential projects. A permit will be obtained from the city Building Department for such installations. All work shall be performed in accordance with all applicable codes.

(12) On all installations of heating or air conditioning with questionable power facilities, the installer shall consult with the local electric utility company. Availability of adequate power service facilities shall be determined and the consent or approval of the electric utility company shall be obtained.

(13) 277/480 systems shall be color coded Brown, Orange, and Yellow.

(14) Fire jobs. Remove all branch circuits from panel. Circuits for heat and GFCI protected outlets may be re-established.

(15) The minimum electrical and HVAC requirements for an existing dwelling shall be as specified in the city Residential Property Maintenance Code.

§ 150.078 REGISTRATION REQUIREMENTS.

(A) *Homeowner's registration exemption.* The owner of a single-family dwelling who intends to personally perform work requiring a registration on the dwelling used, or to be used, as the owner's personal residence, may be issued a permit providing that said owner signs an affidavit stating that he is the owner and occupant of the dwelling, will reside at the location for at least one year, and will personally perform the work upon the premises for which a permit is required. All such work shall be done in conformity with the current Building Department codes and utility rules and regulations and no work shall be done unless all permits required are obtained.

(B) *Electrical and HVAC registration requirements.*

(1) Electrical contractors and heating, ventilating and air conditioning contractors must possess a valid city registration in order to perform work on one-, two-, or three-family dwellings in the city.

(2) All applicants for a city electrical or HVAC registration must meet the following requirements:

(a) Qualification certification, issued by the Ohio Construction Industry Examining Board, per the Ohio Revised Code and House Bill 402 requirements. Such certification will be required after January 1, 1999.

(b) Proof of compliance with the worker's compensation laws of the state.

(c) Proof of liability insurance in the minimum amount of \$300,000.

(d) Application for a registration shall be made to the Department of Public Service accompanied by a payment of fee of \$50.

(C) *Registration renewal.* Each registration will be issued by calendar year, and may be renewed prior to January 1 of the next year upon payment of a renewal fee of \$20. Renewal applications shall be accompanied by proof of insurance, proof of workers compensation and a current state qualification certificate. No electrical or HVAC work permits will be issued until such registration has been obtained or renewed.

(D) *Revocation.* The Director of Public Service may suspend or revoke a registration for good cause including but not limited to the following:

(1) Misrepresentation of a material fact in obtaining a registration or the renewal thereof.

(2) Registrant has three or more outstanding permits in violation of the laws of the state, city Building Department regulations or utility rules and regulations.

(E) *Appeal.* Whenever a registration is revoked, the registrant may appeal to the Appeals Board specified by § 150.098(B) or (D) for a hearing.