



Jackson Hole Fire/EMS Operations Manual

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PURPOSE

1. To gain compliance with National, State and Local Electrical codes, ordinances and regulations.
2. Review construction of electrical installations to ensure that all materials, methods, and assemblies conform to standards referenced by the *National Electrical Code (NEC)* and manufacturer's installation directions as well as other matters not shown in a set of plans but required for conformity with the *NEC*.

SECTION I - GENERAL

1. The Electrical Division shall be responsible for the enforcement of laws and regulations for the safeguarding, to a reasonable degree, of life and property from the hazards of electrical shock, fire and explosion, and for administration and enforcement of the National Electrical Code.
2. It is the intent of the Electrical Division to achieve code compliance by traditional means of inspection, notification, granting a reasonable time to comply and re-inspection. The citation shall be used only after all reasonable means to gain compliance have failed or, with proper justification, at the discretion of the Chief and/or Fire Marshal.
3. By department policy, only those members of the Electrical Division specifically designated by the Chief may issue citations. Should any violation of a stop work order occur, the Chief Electrical Inspector shall notify the appropriate Building Official for the Town of Jackson or Teton County, who may issue citations subject to the laws enforced within those jurisdictions.

SECTION II - AUTHORITY

Local authority for enforcement of the National Electrical Code (NEC) is granted through Wyoming Statute §35-9-121. The Town of Jackson Municipal Code, Chapter 15.20.10, Ordinance 706 adopts the most recent edition of the NEC. Teton County Resolution Section 6 subsection F County Building Code adopts the most recent edition of the NEC for County enforcement.

National Electrical Code, Section 90.4 states that “This *Code* is intended to be suitable for mandatory application by governmental bodies that exercise legal jurisdiction over electrical installations, including signaling and communications systems, and for use by insurance inspectors. The authority having jurisdiction for enforcement of the *Code* has the responsibility for making interpretations of the rules, for deciding on the approval of equipment and materials, and for granting the special permission contemplated in a number of rules.”

Where used in this article, the phrase “authority having jurisdiction” shall include the Chief Electrical Inspector or other individuals designated by the governing body. Pursuant to Wyoming Statute §35-9-130, any local or state code applicable to the National Electrical Code may be cited.

“Chief Electrical Inspector” means the administrator of the electrical safety division, who is a Wyoming master electrician, certified as an electrical inspector by the International Association of Electrical Inspectors or the International Conference of Building Officials.

SECTION III - APPLICATION

1. **New Installations.** The National Electrical Code applies to new installations. Buildings with construction permits dated after adoption of the code shall comply with its requirements.
2. **Existing Installations.** Existing electrical installations that do not comply with the provisions of the code shall be permitted to be continued in use unless the authority having jurisdiction determines that the lack of conformity with the *NEC* presents an imminent danger to occupants. When changes are required for correction of hazards, a reasonable amount of time shall be given for compliance, depending on the degree of the hazard.
3. **Additions, Alterations, or Repairs.** Additions, alterations, or repairs to any building, structure, or premises shall conform to that required of a new building without requiring the existing building to comply with all the requirements of the code. Additions, alterations, installations, or repairs shall not cause an existing building to become unsafe or to adversely affect the performance of the building as determined by the authority having jurisdiction. Electrical wiring added to an existing service, feeder, or branch circuit shall not result in an installation that violates the provisions of the code in force at the time the additions are made.

SECTION IV - OCCUPANCY OF BUILDING OR STRUCTURE

1. **New Construction.** No newly constructed building shall be occupied in whole or in part in violation of the provisions of the National Electrical Code.
2. **Existing Buildings.** Existing buildings that are occupied at the time of adoption of this code shall be permitted to remain in use provided the following conditions apply:
 - a. The occupancy classification remains unchanged.
 - b. There exists no condition deemed hazardous to life or property that would constitute an imminent danger.

SECTION V - INSPECTIONS

1. Inspections shall be conducted during standard business hours, 08:00 - 17:00 hours.
2. After-hours routine inspections shall be approved by the Chief, Fire Marshal and the need for the inspection shall be substantiated in writing. Substantiation shall include the type of inspection, any hazards expected to be encountered and subsequent inspection findings. Inspections to investigate complaints received or inspections where life safety issues are suspected or known shall be conducted as necessary prior to approval by the Chief, Fire Marshal. Such inspections shall be properly documented and the hazard corrected prior to leaving the site.
3. Inspections will be required for services (permanent and temporary), rough wiring, and a final for electrical installations.
4. Electrical permits are required before beginning any electrical installations. A Stop Work Order will be issued on work that has begun without first obtaining an electrical permit. Applications for electrical permits are to be filled out by the electrical contractor and are based on the valuation of the electrical work. Electrical permits are issued by the building department in the Town and JH Fire/EMS Administration Office for the County. Payment will be made at time of issue. A yellow permit sticker will be issued at that time for the meter. Lower Valley will not connect power until service is inspected and signed on yellow permit sticker. Temporary electrical services require a permit and inspection with sign off on a green temporary electrical permit sticker placed on the meter before Lower Valley will connect power to the temporary service.
5. Low voltage permits and inspections are required as of March 1, 2001. Permits will be issued to licensed Wyoming low voltage electrical contractors or homeowners doing their own wiring. Permits can be issued to electrical contractors if they are installing the low voltage systems along with the line voltage. Low voltage electrical permits are issued by the building department in the Town and JH Fire/EMS Administration Office for the County. Payment will be made at time of issue. An orange permit sticker will be issued at that time for the system being installed.
6. Electrical installations are to be performed by Wyoming licensed electricians, technicians, registered apprentices and homeowner working on their own home. If unlicensed person(s) are found working on electrical installations, a stop work order will be issued at that time. No electrical work will continue until authorized by the Chief Electrical Inspector.
7. A written inspection form is to be completed by the inspector for each inspection. JH Fire/EMS will maintain a copy of the inspection form in its records for five years. The inspection form will reflect approval, conditional approval, or failure. A conditional approval allows the work to proceed while documented corrections are made and a re-inspection requested. In certain circumstances a re-inspection fee is assessed by the Chief Electrical Inspector's office. In the case of a failed inspection, a list of needed corrections is provided in the inspection form. A copy of the written inspection form is left on the job site and entered into the Electrical Division's computer system.

8. Inspector(s) shall follow Jackson Hole Fire/EMS adopted safety procedures during all inspections.

SECTION VI - WARRANTS

1. If entry for inspection or investigation is denied, attempts shall be made to reason with those involved.
2. If reason fails, the Chief and/or Fire Marshal shall be notified and proper warrants shall be secured.
3. The warrant shall be served by those persons designated by the Chief and/or Fire Marshal such as: the Inspector, Chief Electrical Inspector and/or a Law Enforcement Officer.
4. Should the need arise for an order to cease operation or lock out, beyond a stop order or evacuation, the Chief and/or Fire Marshal shall be notified and proper warrants or court orders shall be secured.

SECTION VII - HOSTILE PERSONS

1. If the Inspector(s) encounter persons with the intent of hindering inspections or any item covered by the NEC, the Chief and/or Fire Marshal shall be notified. Should the circumstances warrant and the Chief, Fire Marshal is unavailable, Teton County Law Enforcement Dispatch shall be notified and an officer requested.
2. Should persons become hostile or threaten physical harm, the Inspector shall withdraw immediately and summon a law enforcement officer. The Chief and/or Fire Marshal shall be notified of such occurrence.

SECTION VIII – EXISTING RESIDENTIAL INSPECTIONS

1. When an inspection of a residential property is requested by persons other than the owner, owner's permission must be secured and supplied in writing or verbally prior to the inspection. If verbal permission is granted, it must be done so by the owner directly to this office. The name, address, time and date of verbal permission shall be documented and attached to the report.
2. When inspection permission is granted by an owner's representative, such permission shall be in written form only and shall include owner's authorization of the representative.
3. Electrical safety inspections shall be offered to the public as a courtesy inspection.
4. Notices shall be sent to the owner/owner's representative, which include the inspection form and letter with corrective recommendations.
5. For the purpose of inspections, if a structure is a combination of a manufactured home and a frame structure, the structure shall be considered a manufactured home if the manufactured home portion comprises more than 50% of the total square footage, and a frame structure if the framed portion comprises 50% or more of the structure.