



City of Green River  
City Council Meeting  
Agenda Documentation

Preparation Date: November 12, 2018	Department: Public Works
Meeting Date: November 20, 2018	Department Head: Mark Westenskow
	Presenter: Jason Palmer

**Subject:**

Approval of Wyoming State Fire Prevention and Electrical Safety Limited Light Fixtures Contractor License Application for the WYLite LED Replacement Grant and future maintenance work.

**Background/Alternatives:**

The City of Green River participates in the WYLite Energy program with the Wyoming Business Council. As part of the program an Engineering study throughout the Environmental System Division was conducted to determine the best project for energy savings. The consultant recommended upgrading 113 fixtures to LED throughout various buildings in the Environmental System Division. We are now applying for a Limited Voltage Contractors License with the State to do some of the work in house. The work will be performed under a Licensed Journeyman Electrician.

**Attachments:**

Limited Voltage Application

**Fiscal Impact:**

\$200 application fee paid out of the Environmental Systems Division.

**Staff Impact:**

Staff will apply for Apprentice Licenses for the employees doing the installation. Installations will be overseen by a staff Wyoming Licensed Electrician.

**Legal Review:**

Complete.

**Suggested Motion:**

“I move to authorize the Mayor to sign the Limited Light Fixtures Contractors License Application.”



## Department Of Fire Prevention & Electrical Safety

**MATTHEW H. MEAD**  
GOVERNOR

**J. MICHAEL REED**  
STATE FIREMARSHAL

### INFORMATION ON LOW VOLTAGE AND LIMITED ELECTRICAL CONTRACTOR LICENSING REQUIREMENTS

Complete the "Application for Low Voltage or Limited Electrical Contractor's License" and the "Technician Acknowledgment of Responsibility form" in full. Date, sign, notarize and return both forms to this office for review and approval.

**LOW VOLTAGE ELECTRICAL CONTRACTOR** is defined as a person, partnership or corporation who contracts with another to perform low voltage electrical work, limited to electrical wiring under 90 volts, in the State of Wyoming. Any such contractor shall make application for an applicable license. Low voltage licenses are available in the following categories:

- LV-G Low voltage work for all categories under 90 volts (General)
- LV-A Low Voltage work for alarm systems under 90 volts
- LV-C Low Voltage work for communication systems under 90 volts
- LV-S Low Voltage work for sound systems under 90 volts
- LV-T Low Voltage work for television and satellite systems under 90 volts
- LV-X Low Voltage work for control systems under 90 volts
- LV-LS Low Voltage work for lawn sprinklers systems under 90 volts

**LIMITED ELECTRICAL CONTRACTOR** is defined as a person, partnership or corporation who contracts with another to perform limited electrical work, limited to electrical work on the load side of the equipment disconnect for certain electrical systems, in the State of Wyoming. Any such contractor shall make application for an applicable license. Limited licenses are available in the following categories:

- LM-E Limited electrical work for elevator systems
- LM-S Limited electrical work for electric signs
- LM-W Limited electrical work for wells and irrigation systems
- LM-L Limited electrical work form maintaining light fixtures
- LM-H Limited electrical work for heating, ventilation and air conditioning systems

**A low voltage/ limited contractor shall employ low voltage/ limited technicians and low voltage/ limited apprentices with license classifications specific ONLY to the classification of license the low voltage or limited contractor has applied for with the exception of employing journeyman or master electricians. A low voltage GENERAL contractor may employ low voltage technicians and low voltage apprentices with any classification of low voltage license as long as said employees are performing electrical work that is specific to the classification of licenses they hold.**

A person, firm, etc., shall not perform any low voltage or limited electrical work in the State of Wyoming until such time an application has been made to, and a Wyoming low-voltage or limited electrical contractors license has been received from the Chief Electrical Inspector. Any low voltage or limited contractor who fails to have all electrical work properly supervised by a low voltage or limited technician of record may have his/her contractor's license suspended or revoked at the discretion of the Electrical board.

**THE FOLLOWING FEES SHALL BE PAID BY THE LOW VOLTAGE OR LIMITED CONTRACTOR:**

Initial fee for low voltage or limited contractor's license & Renewal: **\$200.00**

(Renewal is on a yearly basis on or before July 1, and is \$200.00)

Please send fees and applications to:

Department of Electrical Safety  
Electrical Licensing  
320 West 25th St. 3rd Floor  
Cheyenne, WY 82002

\*Fees for low voltage or limited contractor's licenses will be waived for any low voltage or limited electrical contractor not employing additional low voltage or limited technicians, or low voltage or limited apprentice technicians, other than himself.

**This application must be accompanied by the proper fee in the form of a company check, money order, certified or cashier's check made payable to the State of Wyoming. Personal checks will be accepted providing that the individual/company has not written insufficient fund checks to the State in the past.**

Every employee of a low voltage or limited electrical contractor performing work in the State of Wyoming will be required to be licensed as a low voltage or limited technician, hold a valid temporary low voltage or limited technician work permit, or be registered as a low-voltage or limited apprentice technician.

**APPRENTICE TECHNICIAN**

A low voltage or limited electrical contractor may employ apprentice technicians to assist a licensed low voltage or limited technician. Apprentice technicians working for a low voltage or limited contractor in the State of Wyoming must be registered with The Department of Fire Prevention and Electrical Safety **within 10 days of hire**, or beginning work in Wyoming. The low voltage or limited contractor shall register the apprentice technician with a completed apprentice tech registration form (which we will provide upon request) along with notarized letters on company letterhead or employment verification forms to prove previous experience. Upon approval of apprentice registration, the apprentice technician will receive an apprentice technician registration card. This apprentice technician registration card is to be carried by the apprentice technician at all times and shown at the request of the proper authorities.

A low voltage or limited electrical contractor shall not employ more than one apprentice technician for each licensed low voltage or limited technician on the job site.

Upon termination of employment of any licensed electrician, the low voltage or limited electrical contractor shall notify this office of the termination **within 10 days**.

**LICENSE REFUSAL, SUSPENSION, REVOCATION, AND APPEAL**

The Electrical Board may, at its discretion and for good cause shown, refuse to issue a license to any person, firm, or corporation or may suspend or revoke an existing license for, but not limited to, the following reasons:

- (a) Continued and/or flagrant violations of the Wyoming Statutes, Rules and Regulations as promulgated by the electrical Board, or the National Electrical Code.
- (b) Aiding or abetting, counseling, encouraging, hiring, commanding, or otherwise procuring another to violate the provisions of the Wyoming Statutes, rules and Regulations as promulgated by the Electrical Board, or the National Electrical Code.

Appeals shall be taken as provided in current Wyoming Statutes and the current Rules and Regulations.

**NATIONAL ELECTRICAL CODE**

The State of Wyoming adopts the National Electrical Code without modification. The examinations for licensees are based on the current edition of the National Electrical Code.

**Application for Wyoming State Limited or Low Voltage Electrical Contractors License**  
**Applications will NOT be processed unless completely filled out, signed and notarized. Please send the application to the**  
**address listed below.**

**Department of Fire Prevention and Electrical Safety**  
**Attn. Electrical Licensing**  
**320 West 25th St. 3rd Floor. Cheyenne, WY 82002**  
**Phone: (307) 777-7288 Fax: (307) 777-7119**  
**Web Site: <http://wsfm.wyo.gov/>**

**~ALL APPLICANTS MUST READ THE FOLLOWING STATEMENT~**

**To avoid delay, please follow all instructions**  
**Each question shall be fully and truthfully answered. Material misrepresentation is cause for refusal or revocation of your license; moreover, it is a violation of the Wyoming License Law.**  
**Fill this application out completely. Incomplete applications will not be reviewed and will be sent back to the applicant for completion. If a question does not apply to you, indicate so with N/A.**

Classification applied for: New  Renewal  Reinstatement  Other (please specify) \_\_\_\_\_

**PLEASE CHECK ONLY ONE TYPE OF APPLICATION**

**Low Voltage Electrical Contractor**

- LV-G Low Voltage General
- LV-A Low Voltage Alarms
- LV-C Low Voltage Communications
- LV-S Low Voltage Sound
- LV-T Low Voltage Television
- LV-X Low Voltage Control
- LV-LS Low Voltage Lawn Sprinkler

**Limited Electrical Contractor**

- LM-E Limited Elevator
- LM-S Limited Electric Signs
- LM-W Limited Well & Irrigation
- LM-L Limited Light Fixtures
- LM-H Limited Heating, Ventilating & Air Conditioning Systems

(A) Name: City of Green River  
 Actual name under which contracting business will be conducted. A corporation must use a corporate name. Do not use abbreviations.

(B) Name: City of Green River  
 Business name you would like to have shown on your Wyoming state low voltage or limited contractor's license if different from above.

(C) Applicant intends to do business as a(n): Municipality  
 State whether individual, co-partnership, limited partnership or corporation

(D) Name of Technician of Record: Jason R. Palmer License # J-5483

(E) License # LV/LM \_\_\_\_\_ - \_\_\_\_\_ (If you are already an established low voltage/limited contractor)

(F) Mailing Address: 50 East 2nd North

City: Green River State: WY Zip: 82935

(G) Physical Address: \_\_\_\_\_  
 (if different from mailing address)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(H) Contact Person (for general correspondence): Jason R. Palmer

**(I) Contact Information:**

Business Phone #: (307-872-0542) Cell # (Contact Person): (307-871-2134)

Fax #: (307-872-0538) E-Mail: jpalmer@cityofgreenriver.org

**~Personnel of Applicant~**

(J) The “personnel” of an applicant are, for example: If you are an individual, the applicant will be listed below. If you are a partnership, the members of the partnership, **including** limited partners will be listed below. If you are a corporation, the president, vice president **and** secretary will be listed below. The “personnel” shall also include your licensed low voltage or limited **technician of record** when such person is to qualify for applicant. Do not list any other employees other than your **technician of record**. Do not list directors of a corporation.

PERSONNEL OF APPLICANT FULL NAME (DO NOT USE INITIALS)	TITLE OR POSITION (OWNER, PARTNER, OFFICER)	RESIDENCE ADDRESS (PHYSICAL ADDRESS)
Pete Rust	Mayor	50 East 2nd North, Green River, WY 82935
Jason R. Palmer	Technician of Record	50 East 2nd North, Green River, WY 82935

**EACH QUESTION MUST BE ANSWERED**

**(K) 1. Do you currently employ any Wyoming licensed employees other than the Technician of Record? YES NO**

**If “YES”:** All contractors are required to submit a complete list on company letterhead of ALL employees licensed to do electrical work in the State of Wyoming for the company listed on page 1, line (A). The list should include employee’s full names and license numbers or classifications. Contractors are also required to maintain this list throughout the year. This application will not be processed without a list of employees

2. Please list any **previous and/or additional** company names and license numbers by which your company or anyone listed in the “Personnel of Applicant” has done business in Wyoming **other than** the company being applied for below:

---



---

3. Has any person named in the “Personnel of Applicant” (section (J), page 2) had a contractor’s license or any professional or vocational license denied, suspended or revoked by this or any other state? No \_\_\_\_\_ **If so, attach a detailed statement.** (For the purpose of this question, “denied” does not mean that one has previously failed an exam).

**IMPORTANT:** The following certification must be completed by each person named in "Personnel of Applicant"

(L) On this \_\_\_\_\_ day of **November**, 20**18**, I certify under penalty of perjury to the truth and accuracy of all statements, answers and representations made in the application, including all supplementary statements attached hereto and hereby apply for a license under the provisions of W.S. 35-9-125. I am also aware of the provisions of the Wyoming Statutes, which require every employer to be insured against liability of workmen's compensation and that all electrical work be supervised by a Wyoming licensed low voltage or limited technician. I acknowledge receipt of Wyoming Electrical Board Rules and Regulations.

**INSTRUCTIONS FOR SIGNING**  
(Owner, partner, officer of a corporation)

An application by an individual must be signed by that individual.

\_\_\_\_\_ Title **Mayor**  
\_\_\_\_\_ Title **Technician of Record**

An application by a partnership must be signed by each partner, including limited partners.

\_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_ Title \_\_\_\_\_

An application must be signed by a qualified officer of the Corporation, College, City, County etc.

\_\_\_\_\_ Title \_\_\_\_\_

**~This application must be signed and verified~**

**ACKNOWLEDGMENT**

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was subscribed and sworn before me by: \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (seal)

**OFFICE USE ONLY**

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fee Paid:\$** \_\_\_\_\_ **( )Cash ( )Check/MO #:** \_\_\_\_\_

**Receipt Number:** \_\_\_\_\_ **License Number:** \_\_\_\_\_

**TECHNICIAN ACKNOWLEDGMENT OF RESPONSIBILITY**

To be completed by the journeyman, low voltage or limited technician electrician of record

I, Jason R. Palmer, Wyoming journeyman, low voltage or limited technician electrician license number: J/TLV/TLM-J 5483, expiration date 1/1/2019

DO HEREBY DECLARE that I am an employee of:

LV/LM Contractor Name: City of Green River

License #: LV/LM \_\_\_\_\_ - \_\_\_\_\_ Address: 50 East 2nd North

City/State/Zip: Green River, WY 82935 Phone Number: 307-872-0542

**DO NOT SIGN THIS FORM WITHOUT READING THE STATEMENT BELOW**

I, Jason R. Palmer, FURTHER DECLARE that I am actively engaged in a full time capacity for the above named Wyoming low voltage or limited electrical contracting company, and that I am not the Technician of Record for, or employed by, any other low voltage or limited electrical contracting company. I hereby assume ALL responsibility for the planning, laying out, and supervision of all electrical work performed by the above named low voltage or limited electrical contracting company in the state of Wyoming from this day forth until I shall have notified the Wyoming State Electrical Board or its legally appointed representative in writing of the cancellation of this agreement. I acknowledge that I received the Wyoming Electrical Board Rules and Regulations and further agree to assume responsibility to ensure that the National Electrical Code, Wyoming Statutes, and applicable Rules and Regulations of the Department of Fire Prevention and Electrical Safety are adhered to on all electrical work undertaken by the above named low voltage or limited electrical contracting company in the state of Wyoming. I UNDERSTAND that any violation of these provisions could result in criminal penalties as stated in Wyoming Statute 35-9-130.

\_\_\_\_\_  
Signature Date

~This form must be signed and verified~

**ACKNOWLEDGMENT**

State of: \_\_\_\_\_ County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me by: \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Witness my hand and official seal:

\_\_\_\_\_  
Notary Public (seal)