



CITY OF ST. FRANCIS

4235 SOUTH NICHOLSON AVENUE

ST. FRANCIS, WI 53235

PHONE: (414) 481-2300 FAX: (414) 481-6483 E-MAIL: craigv@stfranwi.org

BUILDING INSPECTOR

CRAIG VRETENAR

OFFICE HOURS MON-FRI

8:00- 9:00 AM & 1:00-2:00 PM

NOTICE TO ELECTRICAL CONTRACTORS

To renew/apply for your license, please fill out the enclosed application and return it with a copy of the following:

1. A copy of your state master certification (please indicate if you are grandfathered).
2. A copy of your insurance certificate listing the City of St. Francis as the certificate holder.
\$1,000,000 each occurrence coverage
3. A copy of your current Wisconsin driver's license.
4. A check made payable to the *City of St. Francis* for \$50.

These items must be mailed to: Department of Electrical Inspection
City of St. Francis
4235 South Nicholson Avenue
St. Francis, WI 53235

Please note that all permits to do electrical work must be in the office prior to starting any job. Failure to abide will result in quad (4x) permit fees. If an emergency arises, (fire only, no heat or medical emergencies allowed) you may call in or fax the information to the Engineering Dept., to let us know the permit will be late. Municipal Code Section 16.06.

Call (414) 481-2300 ext. 130 to schedule an inspection. You must provide the permit number when you call in. Failure to call for final inspection will result in a \$40 charge.

A re-inspection fee of \$40 will be charged if the inspector has to visit the job more than twice for the same correction.

Note: Licensed Electrical Contractors obtaining permits to do electrical work for other than themselves or persons under their employment will result in the following:

1. A fine of \$288 per offense.
2. Notification to the Licensed Electrical Contractor's Insurance Carrier that licensee is allowing work to be performed by an individual other than an employee of the contractor under his/her license.
3. Revocation of the City of St. Francis Electrical License by misrepresentation. Municipal Code Section 16.05