

Town of North Hempstead

Supervisor
Jon Kaiman

Town Board
Viviana L. Russell
Thomas K. Dwyer
Angelo P. Ferrara
Maria-Christina Poons
Lee Seeman
Fred L. Pollack

Town Clerk
Leslie Gross

Receiver of Taxes
Charles Berman



Department of Building, Safety Inspection & Enforcement

210 Plandome Road
P.O. Box 3000
Manhasset, NY 11030
516-869-7660, 7680

Commissioner
Kevin Cronin

Deputy Commissioner
Edward Sullivan

COMMISSIONER'S MEMORANDUM #2011-01

A recent review of Electrical Underwriter Certificates/Electrical Approval Certificates submitted to the Town for approval has revealed a lack of understanding of the purpose of said Certificate or unwillingness on the part of Agencies to properly articulate the details and scope of the inspections for which they are providing certification. Such deficiencies have caused the Town to reject numerous certificates resulting in a further delay in our ability to issue certificates to our applicants.

In an effort to avoid continued and further rejection of such deficient certificates, at a minimum, the following criteria must accompany all Electrical Underwriters Certificates/Electrical Approval Certificates:

- a. The name, address and contact information of the electrical inspection agency must be prominently displayed along with the identity of the person who actually performed the inspection and his/her license number.
- b. The Certificate number and date of issuance.
- c. The Town of North Hempstead's pending permit number underlying the inspection.
- d. The applicant's name and address. If the property being inspected is different, include the address and Section, Block and Lot identifiers of the property being inspected.
- e. Name, address and license number of the electrician/company performing the underlying electrical work.
- f. Each level of the property that has been inspected must be noted separately along with the scope and results of said inspection. If there is more than one structure on the property that has electrical service, such as a detached garage, it/they must be identified on the report. The Electrical Underwriters Certificate/Electrical Approval Certificate must include, but not necessarily be limited to, the number of receptacles inspected, wiring and devices inspected, electrical service and rating, central air conditioning compressors and air handlers, if applicable.
- g. The certificate must be properly signed by the approved Chief Electrical Inspector.

The Town will continue to reject certificates submitted with "blanket approvals" lacking specificity of the actual scope of the inspection and/or other necessary information. Continued failure to comply with the minimum standards and requirements set forth herein may result in the suspension and/or revocation of an agency's license.

A handwritten signature in black ink, appearing to read "Kevin M. Cronin". The signature is fluid and cursive, with a prominent initial "K" and a long, sweeping underline.

Dated: January 3, 2011

Kevin M. Cronin
Commissioner