

Chapter 370. - Building Trades Certificates of Competency

FOOTNOTE(S):

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Editor's note—Section 2 of Ord. No. 17303, enacted Oct. 29, 1985, amended Ch. 370, Certificates of Competency, in its entirety to read as herein set out. The substantive provisions of former Ch. 370, §§ 370.01—370.17, were derived from Code 1956, §§ 29.01—29.16; and Ord. No. 17130, adopted May 8, 1984.

Sec. 370.02. - Certificate required.

For the purpose of controlling the quality of workmanship on buildings and structures within the City of Saint Paul, and by so doing to safeguard life, limb, property, public health and public welfare, there are hereby created certificates of competency which shall be required of the individual tradesman who engages in any work included in the following list. Different classes of certificates are specified under each type of work to recognize different degrees of expertise:

- (1) Fuel burner equipment and system installation and repair:
 - a. Gas:
 1. Master gas installer—Class A (unlimited capacity).
 2. Master gas installer—Class B (1,000,000 Btu per hour or less).
Note: No new Class B certificates of competency shall be issued; only those persons now holding Class B certificates of competency may renew the Class B certificate.
 3. Journeyman gas installer.
 - b. Oil:
 1. Master oil burner installer—Class A (unlimited capacity).
 2. Master oil burner installer—Class B (1,000,000 Btu per hour or less).
Note: No new Class B certificates of competency shall be issued; only those persons now holding Class B certificates of competency may renew the Class B certificate.
 3. Journeyman oil burner installer.
 - c. Fuels other than gas and oil:
 1. Master installer.
 2. Journeyman installer.
- (2) Lathing and plastering:
 - a. Master plasterer (includes spray-on fireproofing).
 - b. Journeyman plasterer (includes spray-on fireproofing).
 - c. Journeyman lather.
- (3) Plumbing:
 - a. Master plumber.
 - b. Journeyman plumber.

examination shall be given by a board of examiners, as provided in this chapter, and shall be given at a time and place as the board may select.

(c) Examination fees:

Master plumber\$82.50

Journeyman plumber82.50

All others:

Master82.50

Journeyman55.00

Examination fees are not refundable.

(Ord. No. 17303, § 2, 10-29-86; Ord. No. 17849, § 1, 7-9-91; C.F. No. 95-937, § 1, 8-30-95; C.F. No. 98-91, § 2, 3-4-98; C.F. No. 07-1004, § 1, 11-14-07; C.F. No. 08-1011, § 1, 10-8-08)

Sec. 370.10. - Terms of certificate of competency.

- (a) *Expiration date.* Certificates of competency shall expire on December 31 of the year of issuance unless sooner revoked, suspended or forfeited; provided, however, that the building official may issue a certificate of competency to expire on a different date to holders of licenses under Chapter 369 so that both the license and certificate may expire on the same date.
- (b) *Late fees.* Expired certificates of competency may be reinstated within ninety (90) days following expiration upon the payment of a late fee of five dollars (\$5.00) in addition to the issuance fee. Such certificates may be reinstated after ninety (90) days following the expiration date upon payment of a late fee of fifteen dollars (\$15.00) in addition to the issuance fee.

(Ord. No. 17303, § 2, 10-29-85)

Sec. 370.14. - Certificate of competency records.

The division shall keep a complete and up-to-date record of certificates of competency, including all applications, examinations, certificate issuances and revocations. Such records shall be kept for a period of five (5) years from the date of their entry and filing.

(Ord. No. 17303, § 2, 10-29-85)

Sec. 370.16. - Journeymen to work under direction of master certificate holder.

All journeyman certificate of competency holders shall be required to work under the direction and supervision of a duly licensed master.

(Ord. No. 17303, § 2, 10-29-85)

Sec. 370.17. - Trade worker registration, direct supervision, and ratios.

- (a) *Definition.* Trade worker shall mean any person performing the type of work described in section 370.02 who has not obtained a certificate of competency as a master or journeyman for the applicable trade classification.
- (b) *Registration required.* Every trade worker who works on any building or structure within the city

shall be registered with the department of safety and inspections prior to performing any type of work covered by section 370.02. Each trade worker is required to register with the department of safety and inspections once each year he/she will be performing trade work covered by section 370.02. The registration shall include the full name, employer, trade classification, previous trade work experience and contact information of each trade worker.

- (c) *Evaluation.* Trade workers seeking to register with the department of safety and inspections after four (4) years of experience in the trade shall complete and submit a trade worker evaluation/progress report to the department of safety and inspections at the time of their fifth and all subsequent years of registration as a trade worker. Information obtained through this process will be utilized by the department of safety and inspections to assess skill development, facilitate professional development, and review the fee requirement, trade experience documentation and competency test eligibility of trade workers with four (4) or more years of experience in their trade.
- (d) *Registration fees.* Each trade worker registering to perform trade work covered by section 370.02 shall pay an annual registration fee based upon the following schedule.
- (1) Tier 1 (zero to four (4) years) - Trade workers that have worked in the trade and have registered with the department of safety and inspections for four (4) years or less shall pay an annual registration fee as outlined in Chapter 310.18 of the Saint Paul Legislative Code.
 - (2) Tier 2 (five (5) to six (6) years) - Trade workers that have worked in the trade and have registered with the department of safety and inspections for five (5) to six (6) years shall pay an annual registration fee as outlined in Chapter 310.18 of the Saint Paul Legislative Code.
 - (3) Tier 3 (seven (7) years or more) - Trade workers that have registered with the department of safety and inspections for seven (7) or more years and have six (6) or more years of experience in the trade shall pay an annual registration fee equivalent to the fees required by section 370.05 for the applicable trade. In lieu of paying the tier 3 trade worker registration fee, trade workers with six (6) or more years of experience in the trade may make application and submit to an examination as to the trade workers qualifications and competency to obtain a certificate of competency in the trade pursuant to the requirements of section 370.05.
- (e) *Direct supervision.* Registered trade workers may only work under the direct supervision of a journeyman or master who holds an applicable certificate of competency to perform the relevant type of work. For the purposes of this section, the term "direct supervision" shall mean that:
- (1) A supervising journeyman or master certificate of competency holder in the type of work being performed by a registered trade worker and employed by the same employer shall be physically present and immediately available for assistance and direction;
 - (2) Electronic or telephonic supervision of any kind shall not be sufficient to meet the requirement that a supervising journeyman or master be immediately available;
 - (3) The supervising journeyman or master shall actually review the trade work being performed by the registered trade worker; and
 - (4) The supervising journeyman or master shall be able to determine and shall determine that all trade work performed by the registered trade worker is performed in compliance with all

applicable code requirements.

(f) *Ratios.* On any project the ratios of registered trade workers to journeymen or master certificate of competency holders for the type of work covered by section 370.02 shall be as follows:

- (1) *Fuel burner equipment and system installation and repair:*
 - a. Gas: No more than one (1) registered trade worker for three (3) journeymen or master certificate of competency holders.
 - b. Oil: No more than one (1) registered trade worker for three (3) journeymen or master certificate of competency holders.
 - c. Fuels other than gas and oil: No more than one (1) registered trade worker for three (3) journeymen or master certificate of competency holders.
- (2) *Lathing:* No more than one (1) registered trade worker for the first journeyman or master certificate of competency holder, and thereafter no more than one (1) registered trade worker for three (3) journeymen or master certificate of competency holders.
- (3) *Plastering:* No more than one (1) registered trade worker for the first journeyman or master certificate of competency holder, and thereafter no more than one (1) registered trade worker for three (3) journeymen or master certificate of competency holders.
- (4) *Plumbing:* No more than one (1) registered trade worker for three (3) journeymen or master certificate of competency holders.
- (5) *Refrigeration equipment installation and repair:* No more than one (1) registered trade worker for three (3) journeymen or master certificate of competency holders.
- (6) *Steam fitting and piping system installation and repair:* No more than one (1) registered trade worker for the first journeyman or master certificate of competency holder, and thereafter no more than one (1) registered trade worker for three (3) journeymen or master certificate of competency holders.
- (7) *Warm air heating work - residential:* No more than one (1) registered trade worker for each journeyman or master certificate of competency holder.
- (8) *Ventilation work - commercial:* No more than one (1) registered trade worker for three (3) journeymen or master certificate of competency holders.
- (9) *Concrete masonry and cement finishing:* No more than one (1) registered trade worker for the first journeyman or master certificate of competency holder, and thereafter no more than one (1) registered trade worker for four (4) journeymen or master certificate of competency holders.

(Ord. No. 17303, § 2, 10-29-85; C.F. No. 98-91, § 6, 3-4-98; C.F. No. 06-210, § 1, 3-22-06; C.F. No. 07-149, § 122, 3-28-07; C.F. No. 08-1011, § 2, 10-8-08)

Sec. 370.18. - Work performed by certificate holder only.

No master's certificate of competency holder shall allow or authorize any employee or other person to do work for which a certificate of competency is required pursuant to this chapter unless such employee or other person holds the appropriate certificate of competency or is a registered trade worker. Any violation of this section is a misdemeanor.

(Ord. No. 17303, § 2, 10-29-85; C.F. No. 08-1011, § 3, 10-8-08)