

**RULES AND REGULATIONS
OF THE
METROPOLITAN BOARD OF
PLUMBING EXAMINERS AND APPEALS**

I. MEETINGS

Meetings of the Metropolitan Board of Plumbing Examiners and Appeals (hereinafter called the "Board") shall be regularly scheduled on the first (1st) Tuesday of each month, unless otherwise changed by the Board. Said meetings shall be held in the Howard Auditorium, First (1st) Floor, East Wing of the Howard Office Building, and shall begin promptly at 2:00 P.M. Special Sessions of the Board may be convened upon call by the Chairman or Director of Codes Administration

The time and place for Public Hearings regarding new materials or methods shall be included in an advertisement in the local newspapers as required.

II. QUORUM

Four (4) members shall constitute a quorum for the transaction of business.

III. ELECTION OF OFFICERS

The Board shall elect a Chairman and a Vice Chairman from its membership. The term office shall be for one (1) year, or as may be established by the Board. General Elections will be held at the first (1st) meeting of the Board each calendar year. Any vacancy occurring during the year shall be filled by an election at the next regular meeting of the Board.

The Director and the Chief of Plumbing Inspections of the Department of Codes Administration shall be ex-officio members of the Board, and the Director shall serve as its Secretary or his designee.

IV. ORDER OF BUSINESS

The order of business or Agenda topics to be conducted at every meeting of this Board shall be as follows:

- I. APPROVAL OF MINUTES AND CALL THE MEETING TO ORDER
- II. APPEAL CASES
- III. APPEARING BEFORE THE BOARD
- IV. REGISTRATIONS
- V. MASTER PLUMBER EXAMINATION APPROVAL
- VI. JOURNEYMAN PLUMBER EXAMINATION APPROVAL
- VII. OTHER BUSINESS
- VIII. CONSENT AGENDA
- IX. ADJOURNMENT

The Board shall review at each meeting all applications as submitted, and shall determine if all requirements have been met in order to take the examination, or the Board may duly approve a representative of the Department of Codes Administration to approve applicants after having adopted a "Consent Agenda", which the Board shall review during each monthly meeting.

METROPOLITAN JOURNEYMAN PLUMBER: Any person requesting examination as a Metropolitan Journeyman Plumber must make proper application on forms provided by the Director of the Department of Codes Administration. The Board shall review at each meeting all applications as submitted, and shall determine if all requirements have been met in order to take the examination.

METROPOLITAN APPRENTICE PLUMBER: Any person requesting certification as a Metropolitan Apprentice Plumber shall be issued an Apprentice Certificate by paying the required certification fee.

METROPOLITAN SEPTIC TANK AND OVERFLOW CONTRACTOR PLUMBER: Any person requesting examination as a Metropolitan Septic Tank and Overflow Contractor must make proper application on forms provided by the Director of the Department of Codes Administration. The Board shall review at each meeting all applications as submitted, and shall determine if all requirements have been met in order to take the examination.

VIII. EXPERIENCE REQUIREMENTS PREREQUISITE TO EXAMINATION

METROPOLITAN MASTER PLUMBER: Applicant must furnish evidence of six (6) months as a Journeyman Plumber. A degree in Engineering (B.E.) may be accepted in lieu of experience requirement.

METROPOLITAN JOURNEYMAN PLUMBER: Applicant must furnish evidence of a minimum of three (3) years trade experience.

METROPOLITAN SEPTIC TANK AND OVER FLOW CONTRACTOR: Applicant must furnish evidence in writing from a Plumbing Contractor and a Sanitation or Sanitary Engineer stating his or her experience, ability, and qualifications.

IX. EXAMINATIONS

Examinations for Metropolitan Master Plumber, Metropolitan Journeyman Plumbers and Septic Tank and Overflow Contractors shall be formulated by the Board and administered by the Secretary, his designee or a testing institute. A score of 70% or higher is to be considered a passing grade. Final approval or certification of grades will be determined by the Board before the grades are made public.

The Board, at its discretion, will accept an applicants Test results, indicating a passing grade of 70% or higher from any other testing agency, city or jurisdiction, when such other tests for Master Plumber or Journeyman Plumber are no less than equivalent to the current Examination for Master Plumber or Journeyman Plumber as formulated by this Board.

V. APPEAL CASES

Any person aggrieved by an order of decision of the Director or any Plumbing Inspector shall have the right to file an appeal requesting a hearing before this Board. Said appeal must be in writing and must set forth the grounds for requesting a variance. The written appeal must be filed with the Secretary (or Director) within seven (7) days prior to the next scheduled Board meeting in order to be heard at the next meeting. The charge is Fifty (\$50.00) dollars for filing an appeal, made payable to the Metropolitan Government.

The Secretary shall notify the Appellant in writing of the date, time and place of the hearing. The appellant, or his representative, must be present. All appeal cases shall take precedence over other business before the Board.

After each appeal case, the Board shall take action to render a decision. All decisions of the Board are final. The Secretary shall notify the appellant in writing, of the Board's decision, and shall enter said decision in the Minutes of the Board.

VI. PUBLIC HEARINGS

Any person, firm, or corporation requesting the adoption of any new material, procedure, or method of construction shall file an application, in writing, with the Secretary, setting forth the specific conditions under which the material, procedure, or method of construction will be used and the reason therefore.

Upon receipt of an application, the Secretary shall place the hearing on the Agenda of the next regular meeting occurring at least fifteen (15) days after receipt of the application.

A Public Hearing shall be held at that time, as required by Section § 2.92.090 of the Metropolitan Plumbing Code. Any interested party shall be heard in favor of, or in opposition to, the new material or methods. A full hearing before the Board shall be given the proponents of the said material or methods. The Board shall then render a decision in accordance with the Procedure established by Section § 2.92.130 of the Metropolitan Plumbing Code.

At least ten (10) days prior to a Public Hearing, the Secretary shall cause to appear once in both daily newspapers in Metropolitan Nashville and Davidson County, an advertisement setting forth the date, time, and place of such Public Hearing, and the new material, procedure, or method of construction to be considered.

VII. APPLICATIONS FOR EXAMINATION

METROPOLITAN MASTER PLUMBER: Any person requesting examination as a Metropolitan Master Plumber must make proper application on forms provided by the Director of the Department of Codes Administration.

Verifiable proof of such Test Examination equivalency and the applicants passing test grades shall be certified by the alternate testing agency or jurisdiction and submitted with application for Metropolitan Master Plumber or Journeyman Plumber.

X. CERTIFICATIONS

Upon request of any Metropolitan Master Plumber, Journeyman Plumber or Septic Tank and Overflow Contractor, desiring to discontinue plumbing operations for an indefinite period, the Board may suspend his or her certification with the provisions that said certificate may be reinstated at any time thereafter without being re-examined, provided that such person can otherwise qualify, making the certification "Inactive".

Upon request of any Metropolitan Master Plumber, Journeyman Plumber or Septic Tank and Overflow Contractor, desiring to reinstate his or her certificate, may do so, paying the current license fee without any waiting period making the certification "Active".

Upon request of any Metropolitan Master Plumber, Journeyman Plumber or Septic Tank and Overflow Contractor, who has reached the age of sixty-five (65), the Board may grant an appropriate, no-fee certificate proclaiming him or her to be an Honorary Plumber, and will be eligible to receive a "Complimentary Plumbing License" each year.

XI. REGISTRATION

The Board shall review and approve all new and revised applications submitted to the Department of Codes Administration for registration as a Registered Plumbing Contractor under the provisions of Section § 6.52.140 of the Metropolitan Plumbing Code. The applicants may be asked to appear before the Board to answer questions pertaining to the application for registration.

The application for registration as a Registered Plumbing Contractor shall include thereon a provision for listing business and residence addresses and telephone number. The applicant shall furnish on said form his proposed address and local or toll free telephone number. Post office boxes and answering services shall not be acceptable in lieu of the above. It shall be the further duty of a contractor to notify the Department of Codes Administration immediately of any change in address or telephone number of the business of registrant. The business location of said registrant must be in a zone district which will permit such activity under the Zoning Ordinance of the Metropolitan Government.

"Full Time Services" of an individual holding a current and valid certificate as a Metropolitan Master Plumber as stated in Section § 6.52.130 of the Metropolitan Plumbing Code, shall be defined as an employee working a yearly average of not less than 36 hours per week. The Metropolitan Plumbing Contractor shall comply with the Federal, State, and Local laws governing employees including Workers Compensation coverage for the Certified Plumbing Contractor. The Metropolitan

Plumbing Contractor being on the retainer to the Registered Plumbing Contractor shall not constitute or fulfill the definitions of a "Full Time Employee" unless he meets the foregoing requirements.

A Registered Plumbing Contractor shall have one of the following persons in residence within Davidson County throughout the duration of the work covered by each permit obtained by it:

- (1) Metropolitan Master Plumber; (2) Job Superintendent or Foreman; (3) Officer of the Corporation.

All registrations shall bear the signature of the Metropolitan Master Plumber and the signature shall be required on all plumbing permits.

XII. RECIPROCITY

In lieu of Examination for a Metropolitan Master Plumber Certificate, the Board has established by reciprocal agreement with the City of Franklin, Tennessee, acceptance of a passing Test grade of 70.0% or higher, for any applicant who has previously been administered the Block and Associates Examination. Those applicants will be granted a Nashville and Davidson County Master Plumbers Certificate and pay all applicable fees.

The Board shall have the authority and jurisdiction to establish equal Reciprocity agreements for Examination with other cities, jurisdictions or municipalities when such other cities' examinations for Master Plumber are equivalent to the current examining requirements of the Board.

XIII. All matters to come before the Board, including appeal cases, applications for examination and registration forms, must be filed in the office of Codes Administration, seven (7) days prior to the scheduled Board Meeting to be heard on the first (1st) Tuesday of each month.

XIV. This Board shall have such other powers and duties as prescribed by the Metropolitan Plumbing Code and the Metropolitan Charter.

XV. The foregoing Rules and Regulations of the Metropolitan Board of Plumbing Examiners and Appeals are hereby adopted and shall become effective upon Approval of the Metropolitan Mayor under provisions of Section § 33.1.20 of the Metropolitan Code.

XVI. All prior Rules and Regulations of the Metropolitan Board of Plumbing Examiners and Appeals are hereby repealed.

ATTEST:

[Signature]
Secretary

[Signature]
Chairman

[Signature]
Vice Chairman

[Signature]
Member

[Signature]
Member

[Signature]
Member

[Signature]
Member

Member

**The Metropolitan Board of
Plumbing Examiners and Appeals**

Approved:

[Signature]
Metropolitan Mayor
of Nashville and Davidson County

6/19/97
Date

FILED
METROPOLITAN
COUNCIL
JUN 20 12 17 PM '97