



Homeowner's Electrical Exam Policy and Instructions

[Pursuant to the Code of Ordinances, Section 155.09, an owner-occupant of a single-family dwelling may be able to obtain a permit once the applicant shows proof of competency. This policy and test are implemented to provide documentation of competency.]

A permit may be issued to the owner of an existing owner-occupied single-family dwelling. The owner must personally purchase all material and perform all labor in connection with the permit. All work shall comply with the 2014 National Electrical Code. Applicants for a homeowner's permit shall pass the designated exam before work has taken place and before a permit can be issued.*

Exam Instructions:

- a.** Applicant will need to schedule a time between 8:30am and 3:00pm to come into City of Altoona Building Department to take the exam. Applicant must bring photo identification.
- b.** Applicant is allowed 1 hour (60 minutes) to take the 25-question exam, passing score of 80% required.
- c.** Circle the answer for each question on the exam; each question has one correct answer.
- d.** A copy of the 2014 National Electrical Code will be provided, along with scratch paper.
- e.** Building Department staff cannot answer any test related questions until applicant is finished with exam and all materials are returned.

- f. If applicant does not pass the exam, he/she will be required to wait a minimum of 5 business days before retaking the exam.
- g. If applicant does not pass the exam after the third attempt, he/she is no longer eligible for the homeowner's permit and will be required to have the electrical work be installed by an electrical contractor licensed with the State of Iowa.
- h. A passing test score is valid for a 3-year period or upon City or State adoption of a new edition of the National Electrical Code, whichever occurs first. After expiration, the applicant will be required to retake the updated exam.
- i. After achieving a passing test score the applicant can apply for an electrical permit. Drawings of the project must be submitted describing the work to be completed before the permit is issued.

***This does not apply if the homeowner happens to be a Journeyman or Master Electrician licensed with the State of Iowa.**

If a licensed electrician performs work for a homeowner the electrician must be licensed as a "contractor" with the State of Iowa and must pull a permit for their work.