

PROCEDURE POLICY #24
ELECTRICAL/ELEVATOR SECTION

ITEM:

REQUIREMENTS NECESSARY FOR BORING OR VIBRATING ELECTRICAL CONDUIT BELOW THE SURFACE OF THE GROUND.

BASIS:

To ensure that the electrical wiring meets the applicable City Ordinances and that the wiring has been installed in a safe manner.

ENFORCING AUTHORITY:

The Office of Central Inspection - Electrical/Elevator Section.

PROCEDURE:

The Licensed Electrical Contractor obtains the required permit, **calls for inspection**, requesting that the underground conduit be inspected. Before approval, all the following conditions must be met:

1. Grade must be prepared at or below the final finish. Grade is not allowed to be cut after the installation of the raceway and the depth of the raceway shall meet the minimum requirements of the NEC and measured off the surface of the grade at time of the installation of the raceway.
2. A person, **meeting the requirements of the Wichita city ordinance Title 19 Sections 19.08.010 and 19.08.015**, employed by the Licensed Electrical Contractor that has obtained the electrical permit, must assemble the raceway and be present on the job site while the raceway is installed.
3. Both ends of the installation must be open at the time of inspection and if exterior lights are mounted on poles, the completed raceway in the pole base is to be inspected by the Electrical Section of the City of Wichita Office of Central Inspection before the pole base is filled.
4. A log sheet showing the depth of the raceway at a maximum of every 5 feet horizontally is required to be submitted to the Electrical Inspector of the City of Wichita Office of Central Inspection at the time of the inspection or the following business day.
5. The Licensed Electrical Contractor must have a letter filed in the Electrical section from the City of Wichita within 2 business days of the inspection, stating the type of material and that it was installed as per the latest adopted edition of the National Electrical Code. This letter is to be signed by the qualified Master Electrician of the company and the electrician responsible for the installation.