



**Commonwealth of Massachusetts  
Division of Occupational Licensure  
Board of State Examiners of Electricians**

1000 Washington Street, Suite 710 • Boston • Massachusetts • 02118-6100

**PROVISIONS FOR INSPECTOR APPEALS**

1. Mail the completed form, fee, copy of the permit and the written inspector's decision to the Board office at the above address. The APPEAL FEE is \$86 Payable by check or Money Order made out to the "**COMMONWEALTH OF MASSACHUSETTS**" A copy of the appeal must also be sent to the Inspector. If timely the appeal will be entered into Board records within 1 to 2 weeks of receipt. A notice of hearing will be issued to both parties scheduling the matter - and parties should prepare to be heard- at the next available Board meeting. All meeting dates for the year are posted via the Board's website. Appeal forms which are not fully filled out will be rejected. Attendance at the hearing is **mandatory** for both parties. By law, the Board may only continue this hearing if both parties agree, if a party cannot attend this hearing, they must obtain agreement from the other party and notify the Board.
2. The hearing will be conducted in accordance with the provisions of M.G.L. c. 30A. Appeals of Inspector decisions are significant matters primarily involving the review of the Massachusetts Electrical Code and related laws. As a result, parties have the right to be represented by legal counsel at the hearing. Parties may subpoena witnesses and documents. The Board will make an audio recording of the hearing. Parties may, at their own expense, have a stenographer present to record the hearing. If so arranged, the party must then provide a copy of the transcript to the Board at their own expense. (801 C.M.R. 1.01(10)(k).
3. Although the Board applies informal rules of evidence during hearings, all parties appearing before the Board should be well prepared in presenting testimony, documents, and other evidence to support their positions. In particular, parties are urged to present adequate evidence which clearly establishes the parameters and characteristics of the work or other issues that are the subject of the appeal.
4. Prior to the hearing date parties are asked to settle on a joint exhibit list with shared exhibits and email an **Electronic Exhibit list** as well as a copy of **all exhibits electronically** to the Board office via [electricians.board@mass.gov](mailto:electricians.board@mass.gov) at least four business days prior to the hearing or the evidence is subject to being denied use in the proceeding. The email subject shall contain the Docket record assigned via the notice of hearing. Each party is obligated to share their exhibits with the other party, failure to do so shall justify continuing the hearing and/or denying use of the evidence in the proceeding. All exhibits must be shared with the other party prior to the hearing.
5. Exhibits entered by the Appellant shall be identified as A-1, A-2, A-3, etc. Exhibits entered by the Inspector shall be identified as I-1, I-2, I-3, etc. If both parties agree on all exhibits they shall be identified as J-1, J-2, J-3, etc. Exhibit lists shall utilize the format in the following example:

**Example table**

Exhibit Number	Date of Exhibit	Description	Number of pages (if applicable)
A-1	December 15, 2021	Letter from John Smith to Inspector regarding grounding and bonding	5
A-2	December 20, 2021	Picture from Center Street Job site depicting installation of grounding wire	1



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Docket no. _____
Record _____

**(1) APPELLANT INFORMATION (party appealing inspector's decision)**

LICENSEE:	LICENSE NUMBER:	EMAIL:	PHONE:
APPELLANT (if different from licensee)		EMAIL:	PHONE:
ADDRESS:		CITY/TOWN:	ZIP:

**(2) INSPECTION INFORMATION**

INSPECTION SITE ADDRESS:	CITY/TOWN:	ZIP:
DATE OF INSPECTOR DECISION (Appeal must be within 10 days per M.G.L. c. 143, s. 3P):		
APPLICABLE GENERAL LAW OR CMR AT ISSUE:		
DECISION OF THE INSPECTOR (BRIEF):		
ATTACH INSPECTOR'S DECISION IN WRITING		

**(3) BRIEF REASON FOR APPEAL**

ATTACH SUPPORTING EXHIBITS SEPARATELY

**(4) INSPECTOR INFORMATION**

INSPECTOR:	PHONE:
OFFICE ADDRESS:	EMAIL:

I certify under pains and penalties of perjury that the information contained in this appeal form and accompanying documents is true and correct to the best of my knowledge and that I have sent a copy of this information to the Inspector.

\_\_\_\_\_  
Signature of Appellant

\_\_\_\_\_  
Date: