



## **RULES OF BOARD OF EXAMINERS FOR WRECKING CONTRACTORS CITY OF DETROIT**

1. The Board will meet at 1:30 p.m. on the second Wednesday of alternate months beginning in February 2015, unless such a day falls on a holiday, when it will meet on the following day for the Board's regularly scheduled meetings. Whenever necessary, special meetings may be called by the chairman, with at least three (3) working days notice. Four members will constitute a quorum for special meetings. Meetings will be conducted in accordance with "Roberts Rules of Order."
2. The Board of Examiners will personally interview each applicant for contractor's license before granting permission for him/her to take the written examination. In the case of a company not previously licensed, and where the supervisory employee with experience is other than the owner of the business, an officer or the owner shall also be present at the interview.
3. The applicant shall arrange to take the written examination within 30 days following the Board meeting.
4. Departmental personnel shall conduct the written portion of the examination.
5. A grade of 75% shall be considered passing. However, a grade of 70% to 75%, on the written examination, may entitle the applicant to an oral examination and the review of the written examination before the Board. If the Board finds that the results of the oral and a review of the written examination so indicate, the applicant may be considered as passing.
6. An unsuccessful applicant may again take the written examination thirty (30) days after his last previous written examination was completed.
7. A new application form and payment of an examination fee shall be required each time an applicant takes a written examination.
8. A master list of questions shall be kept, and questions shall be numbered and a record of the numbers of the questions given to the application or of the examination number shall be kept.
9. The number of questions to be given each applicant (on written examinations) shall be a minimum of thirty (30). One-third shall be essay type questions, one-third multiple choice,

## BUILDING SAFETY, ENGINEERING & ENVIRONMENTAL DEPARTMENT



and one-third true and false. The essay type questions shall constitute 50% of the grade and the multiple choice and true or false questions shall constitute the remaining 50% of the grade.

10. The same questions shall be given to all applicants for any class of license on any one examination day.
11. The class of license shall be shown on all (new and renewed) licenses to be issued. The license issuing division shall be notified to this effect.
12. A wrecking contractor holding a Class “B” license can apply for a Class “A” license when he/she has proven to be competent with a “B” license and has held the license for one (1) year. The Board has the discretion to allow a “new” contractor to take the Class “A” exam without first holding “B” license when an applicant’s experience warrants such discretion.
13. A contractor who fails to renew his license on or before the last day in February shall be required to make application to the Board of Examiners before a reinstatement may be granted. Applicants for reinstatement shall submit applications the same as for a new license. **However, LATE RENEWALS MAY AT THE DISCRETION OF THE BOARD BE PROCESSED BY THE BOARD WITHOUT THE APPEARANCE OF THE APPLICANT.**
14. When the enforcing official finds evidence that a licensed contractor should have his license suspended or revoked, the licensed contractor shall appear in person before the Board of Examiners and (*SHOW CAUSE*) why his/her license should not be suspended or revoked. The enforcing official shall disclose and present evidence to the Board pertinent to the case.
15. A licensed wrecking contractor may represent only one wrecking firm at a time. The firm shall notify the Wrecking Board of Examiners in writing within thirty (30) days when the qualifying officer changes.
16. Approved applications for Wrecking Contractor’s licenses bearing the signature of the chairman shall be in force and a license may be granted on such applications up to, but not exceeding six (6) months after date of approval.
17. These rules may be amended by a 2/3 majority vote of the Board.

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**Glenn A. Davis, Chairman**  
Wrecking Board of Examiners

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