

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Heating Mechanic I & IV Application

This information pertains to applications for Heating Mechanic I and IV licenses. Review the type of work to be performed with the license description summaries below or consult the Pikes Peak Regional Building Code. If necessary, schedule an interview to discuss your licensing needs with the field inspection supervisor. Contractors must be licensed before soliciting, contracting or performing work that requires a permit.

Heating Mechanic

- I Fitter.** Installation and repair of gas piping systems under direction of a Mechanical Contractor A, B, C-1 (gas piping) or D. Work must correlate to the type of license held by the Mechanical Contractor. This license requires one year of experience in gas pipe fitting, installation and service, and proficiency in the use and calibration of a combustible gas indicator.
- IV HVAC Service Technician.** Repair and service of heating, ventilating and air conditioning equipment and systems under the direction of a Mechanical Contractor A, B, C-1, C-2, C-3, or D. Work must correlate to the type of license held by the Mechanical Contractor. This license allows repair of leaks in gas piping systems except for alteration or replacement of piping. License requires proficiency in the use and calibration of a combustible gas indicator and a carbon monoxide detection instrument. (**Note:** License renewal will require proof of satisfactorily completing six (6) hours or more of approved technical training.)

LICENSE APPLICATION

The items listed below are required for consideration of your license application:

Heating Mechanic I and IV License Applicants

Application form
\$50 Fee
Combustible Gas Indicator Certificate
Carbon Monoxide Detection Instrument Certificate *only for Heating Mechanic IV*
Letter of experience *only for Heating Mechanic I license*
Criminal Background check performed by RBD

Application

Submit the application at least two weeks prior to the test date you have chosen. Write the exam date on the application. (Mechanical Contractor E license does not require an exam). Tests are given each Tuesday morning (except holidays) at Regional Building Department (RBD).

Fees

Payment of a \$50 fee is due when the application is submitted. The non-refundable fee is payable by cash, Visa, Mastercard or check made out to Regional Building Department.

Exam

Arrive promptly at 7:45 a.m. Bring #2 pencils, a pocket calculator (optional), and the code books applicable to the exam. Do not bring any other material. The Pikes Peak Regional Building Code may be printed from our web site (www.pprbd.org) or purchased along with other code books at RBD, (call 327-2880 for pricing and availability).

Exam duration & Codes tested

Heating Mechanic I 1.5 hour IFGC, RBC	Heating Mechanic IV 2 hours IMC, IFGC, RBC
IMC (2003 International Mechanical Code)	RBC (2005 Pikes Peak Regional Building Code)
IFGC (2003 International Fuel Gas Code)	

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Retesting

If your score is below the 75 percent, call the Contractor Licensing office at (719)327-2887 within 30 days to retain your file for retesting. To retest, pay an additional \$35 fee and select a testing date that is 30 days after the first exam. If the second test score is also below 75 percent, a 6-month waiting period is required before retesting.

Requirements for Heating Mechanic I and IV License Applicants

The Heating Mechanic I license application requires a letter of experience attached to the application. Please also refer to requirements on previous page for Heating Mechanic I and IV License applicants.

Mechanical Committee

The Mechanical Committee reviews license requests and makes recommendations for approval, conditions or denials to the Board of Review. The "License Application" list (top of page two) must be complete before the license request is placed on the meeting agenda. The deadline is two weeks before the committee meeting on the second Wednesday of the month.

Board of Review

License request must be approved by the Board of Review, which meets the third Wednesday of each month.

LICENSE ISSUANCE

Within 60 days of the Board of Review's approval, the examinee must come to RBD to obtain the license. (After 60 days, an unclaimed license is voided and the entire application file is discarded.) Work cannot be solicited, contracted for or performed until the license is issued to you.

License Fees

The license fee is paid before license issuance and future renewals. Fees are not prorated for any portion of the year.

LICENSE EXPIRATION & RENEWAL

Licenses are valid for 12 months from the date of issuance, and expire on the last day of the month in which the license was issued. (Exception: Licenses purchased for a period of 36 months expire on the last day of the month in which the license was issued at the end of the 3-year period.) The date of issuance does not change regardless of a late renewal or other factors.

No permits can be obtained or work continued under open permits after the date that the license expires. (Inspections may be requested.)

NOTE: Heating Mechanic IV (HVAC Service Technician) License renewal requires proof of satisfactorily completing six (6) hours or more of approved technical training.

Standard Renewal

Renewal forms are mailed annually to active license holders. Forms are also available at Regional Building Department and on the web site www.pprbd.org Licenses are to be renewed within 45 days after the expiration date. In addition to the License Renewal form, and pay the license fee. Licenses revoked or suspended by the Board of Review are not eligible for standard renewal.

LICENSE INFORMATION CHANGES

The license holder is responsible for providing changes in address and phone numbers to Regional Building Department.

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Heating Mechanic I & IV License Application

Office Use Only
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Test

It is requested that the Board of Review consider this application for the stated license in compliance with the Pikes Peak Regional Building Code.

HEATING MECHANIC LICENSE REQUESTED (check one) Heating Mechanic I Heating Mechanic IV
Specify Exam Date _____
If you now have any type of mechanic's license, list the license number _____

FULL NAME _____

Home Address _____ City _____ State _____ Zip _____

E-Mail Address _____ Phone () _____

SSN _____ Date of Birth _____

How long have you worked in El Paso County? _____

What is your area of expertise or trade? _____

Have you ever falsely used the license of another contractor? _____

Have you ever had a license revoked or suspended? _____ *If yes, explain* _____

Have you ever been convicted of a felony? _____ *If yes, provide details* _____

LICENSES HELD BY APPLICANT (Include those held in other cities, states)
License type — Jurisdiction License type — Jurisdiction

WORK HISTORY		
Dates	Company	Job duties
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Heating Mechanic I Applicants ONLY Name two supervisors for whom you worked as an apprentice gas fitter.

Name _____ Company _____ Phone () _____

Name _____ Company _____ Phone () _____

CERTIFICATION (The following declaration is to be signed by the examinee)
Pikes Peak Regional Building Department requires all persons seeking a license to undergo a **CRIMINAL BACKGROUND CHECK**. By filing this application with Pikes Peak Regional Building Department you understand and agree that Pikes Peak Regional Building Department will undertake a **CRIMINAL BACKGROUND CHECK**. Some of the information I am providing in this application will be used to check my **CRIMINAL BACKGROUND**. I understand that Pikes Peak Regional Building Department may deny me a license after reviewing my **CRIMINAL BACKGROUND**. I hereby authorize Pikes Peak Regional Building Department to perform a **CRIMINAL BACKGROUND** check.
I further agree and understand that if any information provided by me on this application is untrue, that any license granted to me by Pikes Peak Regional Building Department is automatically revoked. I may appeal the revocation to the Board of Review ("Board") by filing a notice of appeal with the Board within thirty (30) days of the date of the notice sent to me by Pikes Peak Regional Building Department. If the appeal is not received by Pikes Peak Regional Building Department within the thirty (30) days, my right to appeal is forever waived.

Signature of Applicant _____ Date _____