

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. 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. 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:

- | | |
|--|--|
| <input type="checkbox"/> Application form | <input type="checkbox"/> Criminal Background check performed by RBD |
| <input type="checkbox"/> \$50 Fee | <input type="checkbox"/> Carbon Monoxide Detection Instrument Certificate (Mechanic IV only) |
| <input type="checkbox"/> Combustible Gas Indicator Certificate | <input type="checkbox"/> Letter of experience (Mechanic I only) |

Application - Submit the application at least two days prior to the test date you have chosen. Write the requested exam date on the application. Tests are given daily (except holidays) but you must reserve your place 48 hours in advance 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 - Exams are available daily, but you must reserve your place at least 48 hours in advance. 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 327-2884 for pricing and availability).

Exam duration & Codes tested

Heating Mechanic I - 1.5 hour (2003 International Fuel Gas Code, 2005 Pikes Peak Regional Building Code)

Heating Mechanic IV - 2 hours (2003 International Mechanical Code, 2003 International Fuel Gas Code, 2005 Pikes Peak Regional Building Code)

Retesting - If your score is below 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 at least 30 days after the first exam. If you fail the test a second time, 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 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. NOTE: Heating Mechanic IV (HVAC Service Technician) License renewal requires proof of satisfactorily completing six (6) hours or more of approved technical training.

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Heating Mechanic I & IV License Application

Office Use Only
FD
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.

SPECIFY EXAM DATE _____

HEATING MECHANIC LICENSE REQUESTED (check one) Heating Mechanic I Heating Mechanic IV

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 _____