

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Heating Mechanic I & IV Application

This information pertains to applications for Heating Mechanic I and IV licenses. Contractors must be licensed before soliciting, contracting or performing work that requires a permit.

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) |
| <input type="checkbox"/> Copy of Driver's license or Photo ID card issued by a state or federal government | |

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 Monday through Friday at 8am and 12pm (except holidays) but you should 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. After approved, the annual license fee of \$10 is due. The non-refundable fee is payable by cash, Visa, Mastercard or check made out to Regional Building Department.

Exam duration & Codes tested

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

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

Note: You may test on either the 2003 or the 2009 Codes until January 1, 2012.

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 327-2887 for pricing and availability).

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.

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 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

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

Receipt #

SPECIFY EXAM DATE _____ 8am 12pm
2003 2009

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 LEGAL 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 contractor 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 (If a student, list the school)

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

Heating Mechanic I Applicants ONLY Name two supervisors for whom you worked as a 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 _____