

Renewal of Heating Mechanic License

Before filling in the enclosed renewal form, please read the following:

NOTICE: The renewal form must be notarized by a Notary Public prior to mailing it to Regional Building Department. If the renewal form is delivered in person, do not sign the form; the Licensing Office will request a driver's license as identification and your signature.

INFORMATION

The information requested on this form is required. Please fill out the form completely.

HEATING MECHANIC IV (ONLY)

Attach certification of having completed a minimum of 6 hours of technical training by an agency approved by the Regional Building Official. The training certificate must be approved by the Mechanical Field Inspection Supervisor. If the certification is either invalid or not provided, the license is not eligible for renewal.

FEE

Include the license fee with your renewal form.

FORM SIGNATURE

Do not sign the form if you are delivering it to the Licensing Office; that must be done at the counter. If returning the form by mail, print and sign your name before a Notary Public who will notarize the form. This policy protects you and Regional Building Department.

STANDARD RENEWAL TIME

Licenses are to be renewed within 45 days after the expiration date. NOTE: Licenses revoked or suspended by the Board of Review are not eligible for standard renewal.

LATE RENEWAL WITH PENALTIES

After 45 days and before 90 days have lapsed from the license expiration date, the Licensee can renew the license by paying the annual license fee plus a penalty of 50 percent of the license fee.

After 90 days from the license expiration date, the license or registration is inactivated. License renewal is subject to reapplication, reinstatement or retesting, evaluation by the appropriate committee, and approval of the Board of Review.

