

## **Heating Mechanic IV License Application**

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

### **Mechanic 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, 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.

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

- Application form - must be filled out completely or it will not be accepted.
- Enclose the \$50 non-refundable application/processing fee with your completed application. The fee is payable by cash, Visa, MasterCard, Discover or check.
- Copy of Driver's license or Photo ID card issued by a state or federal government
- Approved ICC Standardized Contractor Exam
- Combustible Gas Indicator Certificate
- Carbon Monoxide Detection Instrument Certificate
- Criminal Background Check performed by PPRBD

### **License Issuance**

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

### **Licensing Issuance**

The Licensing Committee reviews license requests and makes recommendations for approval, conditions, or denials to the Board of Review. All required documents, exam, and application fee must be complete before the license request is placed on the meeting agenda. The deadline to have the completed application and all required documents turned in is three weeks prior to the Licensing Committee, which occurs on the second Wednesday of each month. License recommendations are offered by the Licensing Committee and must be approved by the Board of Review that meets the third Wednesday of each month.

### **Board of Review**

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

### **License Fees**

The annual license fee of \$10 is due. The nonrefundable fee is payable by cash, Visa, MasterCard or check made out to Regional Building Department.

### **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.

**Heating Mechanic IV License Application**

RBD USE ONLY
Date _____
Initial _____
Receipt # _____
RBD # _____

- \$50 application fee     Approved ICC Standardized Contractor Exam  
 Combustible Gas Indicator Certificate  
 Carbon Monoxide Detection Instrument Certificate  
 Copy of Driver's license or Photo ID card issued by a state or federal government

**Applicant's Information**

Legal Name: \_\_\_\_\_  
*Last*
*First*
*M.I.*

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
Number/Street Only - NO P.O. Boxes or PBM's
Apartment/Unit #

\_\_\_\_\_

*City*
*State*
*ZIP Code*

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1. Have you ever held a Heating Mechanic License?  Yes  No If yes, list the number \_\_\_\_\_
2. How long have you worked in El Paso County? \_\_\_\_\_
3. What is your area of expertise or trade? \_\_\_\_\_
4. Have you ever been convicted of a misdemeanor or felony?  Yes  No If yes, Explain \_\_\_\_\_
5. Have you ever had a license suspended or revoked?  Yes  No If yes, Explain \_\_\_\_\_

**License Held by Applicant (Include those held in other cities, states)**

License type – Jurisdiction	License type – Jurisdiction

**Work History (If a student, list the school)**

Company	Position	To	From

**CERTIFICATION** (The following declaration is to be signed by the applicant) Pikes Peak Regional Building Department requires all persons seeking a license to undergo a **Criminal Background Check**. I hereby authorize Pikes Peak Regional Building Department to perform a **Criminal Background Check** utilizing information provided on this application. I agree and understand Pikes Peak Regional Building Department may deny me a license after reviewing my **Criminal Background Check**. If any information provided on this application is untrue, license granted to me is automatically revoked.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_