

# Pikes Peak REGIONAL Building Department

## Heating Mechanic IV License Application

Contractors must be licensed by Pikes Peak Regional Building Department (“PPRBD”) prior to consulting for, contracting for, or performing work that requires a permit.

### Heating Mechanic IV - HVAC Service Technician

This license allows the holder to engage in the repair and servicing of heating, ventilation and air conditioning equipment and systems when employed by, and under the direction of a Mechanical Contractor A, B, C (except for Residential Remodeling), or D. Work must correlate to the type of license(s) held by the Mechanical Contractor. This 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.) (RBC204.5.4)

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

- Application form - Page 3 must be filled out completely or the application will not be accepted.  
\*Attaching the Applicant’s resume is recommended.
- A non-refundable \$50 application/processing fee is due at the time the application is submitted.  
\*The fee is payable by cash, Visa, Mastercard, Discover, or check.
- Copy of current Driver License or photo ID card issued by a state or federal government.
- Approved and passed ICC National Standardized Contractor Exam, if applicable.
- Attach a copy of Combustible Gas Indicator Certificate.
- Attach a copy of Carbon Monoxide Detection Instrument Certificate.
- See attached Privacy Act Statement.

#### \*Please Note:

A name-based judicial record check will be performed by PPRBD. The name-based judicial record review process may affect when your application will be reviewed by the Licensing Committee.

\*Electronic License Applications can also be submitted online at [www.pprbd.org/Licensing/Application](http://www.pprbd.org/Licensing/Application)

# Heating Mechanic IV License Application

## License Review

The Licensing Committee considers license requests and makes recommendations for approval, conditions, or denials to the Board of Review. All required documents, exam, name-based judicial record review, and application fee must be complete before the license request is placed on the Licensing Committee meeting agenda. The deadline to submit the completed application and all required documents to PPRBD is three (3) weeks prior to the Licensing Committee meeting. The deadline to submit supplemental application documents to PPRBD, including but not limited to additional relevant experience, is ten (10) calendar days prior to the Licensing Committee meeting; any documents submitted to PPRBD past the 10-calendar day deadline will result in the license application remaining in “incomplete” status and its possible consideration at the next month’s Licensing Committee meeting. **No exceptions to this requirement shall be considered by PPRBD staff.** License approvals, conditions, or denials are recommendations by the Licensing Committee and must be approved by the Board of Review, which meets the following week.

## License Issuance

Within sixty (60) days of the Board of Review’s approval, the applicant must obtain the license. After sixty (60) days, an unclaimed license is voided and the entire application file is discarded, and the applicant must reapply. Work cannot be consulted for, contracted for, or performed until the license is issued.

## License Fees

The annual license fee of \$10 is due. The nonrefundable fee is payable by cash, Visa, MasterCard, Discover, 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

LICENSING REQUIREMENTS (include copies with this application)

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

RBD USE ONLY

Date: \_\_\_\_\_  
 Initials: \_\_\_\_\_  
 Receipt # \_\_\_\_\_  
 RBD # \_\_\_\_\_

## Applicant's Information

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

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

Residence Address: \_\_\_\_\_  
*City* *State* *Apt./Unit #*  
*Zip Code*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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 been accused of, charged, or liable for any claims for work related to any license issued by this jurisdiction or for work related to the building trades in any jurisdiction? Yes No  
 If yes, explain: *[limit 80 characters]*

5. Have you had a license suspended or revoked? Yes No If yes, explain: *[limit 80 characters]*

## Current License(s) Held by Applicant (include those held in other cities, states)

License Type - Jurisdiction	License Type - Jurisdiction

## Applicant's Work History (if a student, list the school)

Company	Position	From	To

## CERTIFICATION (The following declaration is to be signed by the Applicant)

Pikes Peak Regional Building Department ("PPRBD") requires all persons seeking a license to undergo a name-based judicial record check. I hereby authorize PPRBD to perform a name-based judicial record check utilizing information provided on this Application. I agree and understand PPRBD may deny me a license after such review. If any information provided on this Application is untrue, the license granted to me may be automatically revoked by PPRBD. (See attached Privacy Act Statement)

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



## PRIVACY ACT STATEMENT

### Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form.

#### **A. AUTHORITY:**

Collection of the information solicited on this form is authorized by Title 24 of the Colorado Revised Statutes (C.R.S.), whether or not codified. In general, see C.R.S. §§ 24-5-101, 24-50-1001 *et al.*, 24-72-301, *et al.*, including, but not limited to 24-72-305.4, 24-60-2702. For licensing, certification, or registration functions for any governmental entity, in addition to other authority conferred by law, specifically refer to C.R.S. § 24-72-305.4. For contemplated employment for certain positions with Pikes Peak Regional Building Department where confidential financial and personally identifiable information, as such is regulated by Titles 6 and 24 of C.R.S., may readily be available to a person, the information solicited by the Department is a requirement/condition to employment.

#### **B. PURPOSE:**

The primary purpose for soliciting this information is to determine the eligibility of, and whether there exists a law enforcement or security risk in permitting licensing, certification, or registration, or employment, as applicable.

#### **C. ROUTINE USES:**

The information solicited on this form may be made available as a "routine use" to other government agencies to assist the Department in making determinations about the person's eligibility for licensing, certification, or registration, as applicable, for administration purposes. The information may be made available to the State of Colorado (specific to any licensing, certification, or registration regulated by it) in the event an application is not approved, so that a determination can be made for issuance thereof.

#### **D. CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:**

Licensing, certification, or registration by the Department may not be issued, or consideration for/an offer of employment with the Department, as applicable, may be terminated by the Department.

Last Updated: May 14, 2021