

MECHANICAL MASTER/JOURNEYMAN TRADE LICENSE APPLICATION

Date: _____

Section 7.238(a)(3) Name and address of applicant.

Applicant's Name: _____ Phone: _____

Address: _____ Title: _____

Section 7.238(a)(4) Name and employer or business.

Company Name: _____ Phone: _____

Address: _____ Email: _____

APPLICATION FOR:

- Commercial Master Mechanical Trade License Application
Unlimited Air Conditioning and Heating
- Commercial Journeyman Mechanical Trade License Application
Unlimited Air Conditioning and Heating
- Small Commercial/Residential Master Mechanical Trade License Application
25 tons of Air conditioning or less and/or 400,000 BTUH of heating systems or less
- Small Commercial/Residential Journeyman Mechanical Trade License Application
25 tons of Air conditioning or less and/or 400,000 BTUH of heating systems or less

STATE ISSUED PHOTO IDENTIFICATION:

Section 7.238 (a)(1). A copy of a valid driver's license or state issued identification card.

Attach a legible copy

TEST RESULT OR CERTIFICATE OF COMPETENCY FROM TESTING AGENCY:

Section 7.238.(a)(2) For reciprocating licenses only, an original certificate of competency from an approved reciprocating community. The planning and community development department may verify the contents with the issuing jurisdiction and may require the applicant to provide additional information.

Attached (Include name of testing organization, scope of the test, test number, test score)

NOTARIZED LETTERS OF ACTIVE EMPLOYMENT ON COMPANY LETTERHEAD:

Section 7-238(i)(1) Any individual desiring a mechanical master or journeyman license shall be required to provide proof of at least five years or four years, respectively, of experience in the trade

Attached (need 3 years as a Journeyman plus 4 years as an apprentice or greater) and trade licenses.

City Use Initial

Received: _____

Verified: _____

Date: _____

Name: _____

DISCLOSURE & UNLAWFUL ACTS FORM

TRADE ONLY

GENERAL INFORMATION:

Printed Name _____

Home Address _____

DISCLOSURE:

Sec. 7-238.(c) - License administration. The applicant shall disclose, at the time of application, any current or previous license(s) held in Missouri or any other state and any disciplinary actions ever taken against them. No trade or operator's license shall be issued to any applicant who has had a license suspended or revoked for disciplinary reasons, or who has surrendered a license during any disciplinary proceeding or investigation, within the preceding five years. Any applicant denied a license under the provisions of this section may appeal such denial to the respective advisory board for that trade or discipline, Sec. 7-273. - Appeals to board.

Location	In Good Standing	Suspended/ Revoked	Date of Suspension/Revocation

Past Disciplinary Actions:

Location	Reason	Date

UNLAWFUL ACTS:

Sec. 7-247. - Unlawful acts.

It shall be unlawful for any person:

- (1) To perform or cause to be performed any work in the City of St. Joseph which requires a permit without having first secured the appropriate permit from the city.
- (2) For any person to employ any individual as an apprentice or intern, as defined in this article, to perform any work in the City of St. Joseph without providing direct supervision as defined in this article.
- (3) For a person to create an unsafe condition and/or allow an unsafe condition to exist.
- (4) For a person to create an unsafe mechanical condition and/or allow an unsafe mechanical condition to exist that may result in property damage or personal injury.
- (5) Operating or allowing a boiler, air conditioning or refrigeration plant to be operated without the proper licensing.

Signature: _____ Date: _____

Title: _____

RECIPROCITY OF LICENSURE:

Sec. 7-238 (b). The City of St. Joseph will not honor a master's and journeyman's license issued from other jurisdictional areas except one issued to a duly licensed and certified mechanical of another jurisdiction on the same terms, same classification and under the same conditions, including the minimum test score of 75 percent, hours/years of experience and under the same conditions as such other jurisdiction will grant reciprocal licenses to a duly licensed mechanical of the city, provided the applicant has been licensed by the jurisdiction having adopted an equivalent mechanical code equivalent to or more recent than our adopted mechanical codes. The examination shall be accepted as long as the applicant has provided proof that they have been working in the related trade and classification from the time they took the exam to the present. The applicant shall provide verifiable and acceptable documentation of compliance with the city's minimum requirements as defined hereinbefore and approved by the director of planning and community development department. The director of planning and community development department shall make the final decision.

Location:	LicenseType and License Number:	Phone Number:

NAME AND ADDRESS OF PREVIOUS EMPLOYERS:

Sec. 7-238. (5) - License administration.

List name, address and telephone number of all previous employers under which applicant worked as an intern, apprentice, journeyman or master.

Check box if attached. Do not check this box if listed below.

SUPERVISION:

Sec. 7-246.(a) Mechanical trade. Where a mechanical license is required to do work, an apprentice or intern as defined by this article may perform said work with the direct supervision of a licensed journeyman or master mechanical. Not more than three apprentices or interns shall work under the direct supervision of one licensed journeyman or master.

LICENSING FEE:

Sec. 7-408. - Individual trade licensing fees

(a) Individual licenses:

(1) Class IM - mechanical trade licenses:

a. Master's license:

1. New\$55.00

2. Renewal\$55.00

- b. Journeyman's license:
 - 1. New\$44.00
 - 2. Renewal\$44.00
- c. Apprentice/intern registration:
 - 1. New\$33.00
 - 2. Renewal\$33.00

Section 7-408 (d).The grandfathering application fee will be the same as the renewal fee for each license requested. Multiple license provisions will apply to grandfathering as well.

APPLICANTS SIGNATURE:

Signature

Date