

OPERATING ENGINEERS
 GUIDELINES FOR LICENSING

The City of St. Joseph, MO requires the following to get an operating engineer's license for the city.

1. Examinations must be taken from a Nationally Recognized Testing Institution .
2. State issued photo identification.
3. Practical experience shall be certified through the submission of copies of trade or plant operator licenses and statements from present and/or past employers. This will need to be copies of the hour sheets with trainer's signature showing the hours worked.
4. Employer statement of employment shall be written on company letterhead and officially witnessed by a public notary.
5. All applicants shall meet the minimum age and experience required for the license they are applying for.

License	Minimum Age	Experience
Low Pressure Boiler Operator	18	6 Months
High Pressure Boiler Operator 2 nd class	18	1 Year
High Pressure Boiler Operator 1 st class	21	2 Years
HVAC Plant Operator 2 nd class	18	1 Year
HVAC Plant Operator 1 st class	21	2 Years
Refrigeration Plant Operator 3 rd class	18	6 Months
Refrigeration Plant Operator 2 nd class	18	1 Year
Refrigeration Plant Operator 1 st class	21	2 Years
Ammonia Plant Operator 3 rd class	18	6 Months

PLANT OPERATING ENGINEERS LICENSE APPLICATION

Date: _____

Sec. 7-238. License administration. (3). Name and address of applicant.

Applicant's Name: _____ Phone: _____

Address: _____ Title: _____

Sec. 7-238. - License administration. (4)Name and address of employer. or business.

Applicant's Name: _____ Phone: _____

Address: _____

LICENSE SELECTION SHEET ATTACHED _____

<p>STATE ISSUED PHOTO IDENTIFICATION: Sec. 7-238. - License administration. (1)A copy of a valid driver's license or state issued identification card. Attach legible copy _____</p>	<p>City Use: Initial Received _____</p>
<p>TEST RESULT OR CERTIFICATE OF COMPETENCY FROM TESTING AGENCY: Sec. 7-238. - License administration. (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)</p>	<p>Received _____ Verified _____ Date: _____ Name: _____</p>
<p>NOTARIZED LETTERS OF ACTIVE EMPLOYMENT ON COMPANY LETTERHEAD: Sec. 7-240. - Experience and continuing education. (a)Requirements to obtain license. Practical experience shall be verified through the submission of copies of trade or plant operator licenses and statements from present and past employers verifying their practical experience for the license specifically applied for. Employer statements shall be written on company letterhead and officially witnessed by a public notary. Attached _____</p>	<p>Received _____</p>
<p>RECIPROCITY OF LICENSURE : Sec. 7-238. - License administration. (b)Reciprocity of licensure. 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. Attached _____ Location : _____ _____ _____</p>	<p>Received Inwriting: _____ <i>(either code or letter from CBO or equivalent)</i> Reciprocation: Does DoesNot</p>

INDIVIDUAL EXPERIENCE AND/OR EDUCATION:

Section 7-239- Examination Applicants must meet the published education and/or experience requirements of the approved testing and certifying program for the requested license.

NAME AND ADDRESS OF PREVIOUS EMPLOYERS:

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

LICENSING FEE:

Sec. 7-408. - Individual trade licensing fees.

(a) Individual licenses:

(2) *Class IO - plant operating engineer's licenses:*

a. Power engineer (chief, 1st, 2nd, 3rd & 4th class) license:

1. New\$55.00

2. Renewal\$55.00

b. Boiler and HVAC plant operator (high pressure, 1st & 2nd class) license:

1. New\$44.00

2. Renewal\$44.00

c. Ammonia refrigeration plant operator (1st, 2nd & 3rd class) license:

1. New\$44.00

2. Renewal\$44.00

d. Power engineer (5th class) and boiler plant operator (low pressure) license:

1. New\$33.00

2. Renewal\$33.00

(3) *Examination and license fees for master electrician:*

a. With application for examination, \$68.00.

b. License, \$163.00.

c. Renewal, \$163.00 (all licenses are good for one year and will expire on December 31st of each year).

(b) *Multiple license applications.* The highest trade fee plus a \$25.00 fee for each new additional license shall be paid. For renewals, the highest trade fee plus a \$25.00 fee for each additional license shall be paid.

APPLICANT SIGNATURE:

Printed Name: _____

Signature: _____ Date: _____

Applicant Title: _____

CITY USE ONLY		Title	Approval	Date
	Date	Initial	Mechanical Inspector	
Received			Building Dept Supervisor	
Issued			Director	

CHECK ALL THE BOXES BELOW THAT CORRESPOND TO REQUESTED LICENSE:

Power Engineer Licenses
(Operation of Both Air Conditioning and Boiler Plants)

LICENSE	MAXIMUM BOILER SIZE	MAXIMUM HVACR SIZE
Fifth Class Power Engineer	35BHP, high pressure/unlimited low pressure (unsupervised)	(unsupervised)
Fourth Class Power Engineer	350 BHP, high pressure/unlimited low pressure	1200tons
Third Class Power Engineer	4000 BHP, high pressure/unlimited low pressure	6700 tons
Second Class Power Engineer	13000 BHP, high pressure/unlimited, low pressure	Unlimited
First Class Power Engineer	Unlimited, high pressure/unlimited, low pressure	Unlimited
Chief Engineer	Unlimited	Unlimited

Boiler Plant Operator Licenses
(Operation of Boiler Plants Only)

LICENSE	MAXIMUM BOILER SIZE	MAXIMUM HVACR SIZE
Low Pressure Boiler Operator	35 BHP, high pressure/unlimited low pressure (unsupervised)	N/A
High Pressure Boiler Operator -Second Class	350 BHP, high pressure/unlimited low pressure	N/A
High Pressure Boiler Operator -First Class	Unlimited, high pressure/unlimited, low pressure	N/A

Air Conditioning Plant Operator Licenses
(Operation of Air Conditioning Plants Only)

LICENSE	MAXIMUM BOILER SIZE	MAXIMUM HVACR SIZE
HVAC Plant Operator- Second Class	N/A	500 tons (unsupervised)
HVAC Plant Operator-First Class	N/A	4500 tons (unsupervised) or unlimited (supervised)

Refrigeration Plant Operator Licenses

LICENSE	MAXIMUM BOILER SIZE	MAXIMUM HVACR SIZE
Refrigeration Plant Operator-Third Class	N/A	1200Tons
Refrigeration Plant Operator-Second Class	N/A	6700Tons
Refrigeration Plant Operator-First Class	N/A	Unlimited

Ammonia Plant Operator Licenses
(Operation of High Hazard Refrigeration Plants Only)

LICENSE	MAXIMUM BOILER SIZE	MAXIMUM HVACR SIZE
Ammonia Plant Operator-Third Class	N/A	1200Tons
Ammonia Plant Operator- Second Class	N/A	6700Tons
Ammonia Plant Operator-First Class	N/A	Unlimited

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: _____