

**PUEBLO REGIONAL BUILDING DEPARTMENT
MECHANICAL CONTRACTOR LICENSING PROCEDURES**

NOTE: PLEASE READ THESE INSTRUCTIONS THOROUGHLY BEFORE YOU PROCEED. PLEASE PRINT OR TYPE ALL ENTRIES ON THE APPLICATION.

Contact: Joyce G. Bergemann, Licensing Technician
719-543-0002 or Fax 719-543-0062
316 W. 15th Street, Pueblo, CO 81003

A. GENERAL - ALL CONTRACTOR APPLICANTS:

1. All contractors must have a Pueblo Regional Building Department license or registration to perform construction work in Pueblo County.
2. "Contractor" applies not only to prime contractors such as general, electrical, mechanical and plumbing, but to all subcontractors as well, including roofers, glass glazing, concrete and similar tradesmen.
3. All applicants must submit the following for consideration by the appropriate Board of Appeals: **(all applications must be received at least 10 days prior to Board meeting)**
 1. Application fee of **\$35.00** (collected at time of receipt of licensing packet)
 2. Application form shall be filled out completely and shall be in the form of a sworn statement.
 3. Credit Report fee of **\$60.00** (will take up to seven (7) days)
 4. Supply **all** required qualifications (employment and experience record verifications)
4. Acquire approval by the Board of Appeals or authorized delegate (s) that the applicant is qualified to take the examination.

B. Applicant is invited to attend the appropriate Board of Appeals. Meeting begins at 4:00 p.m. and are as follows:

Mechanical Board:	First Tuesday of each month
Plumbing Board:	Second Tuesday of each month
Building Board:	Fourth Thursday of each month
Sign Board:	Third Tuesday of each month

C. Upon approval by the Board of Appeals or authorized delegate(s), you will be notified by mail of your scheduled test date and time. Tests are given twice per month, **the 2nd & 4th Thursday of each month. If your application is not approved, you will be notified by mail instructions on information required for re-consideration.**

NOTE: Applications, qualifications submitted and credit

reports will be valid for six (6) months only.

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D. All materials necessary for testing will be provided. **Cell phones, pagers, calculators, briefcases, notepads, notebooks, etc. will not be allowed in the test room.** You will have four (4) hours to complete the exam. Plan on arriving at least 10 minutes prior to the start time specified on your letter as the exam will start promptly at that time. Late arrivals **will not** be permitted to enter test room and will be required to reschedule for a future test date. **The tests are open book and given on the 2003 code material required for the examination.**

1. Examination fees are:

- a. Building A and B Contractors - \$50.00
- b. Building C Contractors - 35.00
- c. Building D Trade (Per Exam) - 25.00
- d. Mechanical Contractor - 25.00
- e. Mech. Craftsman (Per Exam) - 25.00
- f. Plumbing Utility Contractors - 25.00
- g. Water Connected Appliances - 25.00

2. During the examination, the examinee may not leave the Department, use the telephone or talk to another examinee. Violation will terminate the examination.

3. Examinee will be notified via mail within 10 days of test results. To protest your privacy, test results **will not** be given over the telephone. **Please no telephone calls.**

4. **Special Meeting** fee is **\$100.00 to expedite** the application for special circumstances.

E. Upon notification by mail that examinee has passed the exam and a contractor's license has been granted, the applicant/company will submit the following:

1. Proof of Liability Insurance - A minimum of \$250,000 coverage is required. Insurance certificates for Commercial General Liability must contain the following items completed as required by Ordinance 4-1-17 (a) and (b).

- The "Description of Operations" must match the type of license
- The General Liability "Each Occurrence" amount
- The General Liability "Damage to Rented Premises" amount
- The General Liability "Med Exp" amount or indicate included
- The General Liability "Personal & Adv Injury" amount
- The General Liability "General Aggregate" amount
- Then General Liability "Products-Comp/Op Agg" amount
- Pueblo Regional Building Department must be Certificate Holder
- Effective and Expiration dates
- Policy number(s) - If this category has "binder or pending" it will be only good for thirty days and then a certificate with numbers will be required

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2. Workman's Compensation Certificate. The Pueblo Regional Building Department shall be listed as the certificate holder.
3. Use tax license from the City of Pueblo
4. License fee

When all items are completed, the license will be issued and permits may be obtained.

NOTE: All documents listed in E above must be submitted within 90 days of the test date. Failure to submit the above will cause the license to be void. Applicant would then be required to re-apply and complete The application process in its entirety.

F. Contractor License fees are as follows:

a. Building "A" Contractor	\$175.00
b. Building "B" Contractor	150.00
c. Building "C" Contractor	125.00
d. Building "D" Contractor-Single Trade	75.00
e. Building "D" Contractor-Wrecking	150.00
f. Building "D" Contractor-Moving	125.00
g. Plumbing Contractor-Registration	75.00
h. Plumbing Utility Contractor (Sewer/Water Service Line/Fire Mains)	75.00
i. Water Connected Appliances	75.00
j. Mechanical "A" Contractor	150.00
k. Mechanical "C" Contractor (Gas Fitter/Sheet Metal/Refrigeration) (each)	75.00
l. Apprentice Registration	25.00
m. Journeyman Gas Fitter	25.00
n. Journeyman Sheet Metal	25.00
o. Refrigeration	25.00
p. Stationary "A" Engineer	75.00
q. Stationary "B" Engineer	75.00
r. Stationary "C" Engineer	35.00

**MINIMUM QUALIFICATIONS
INSTRUCTIONS FOR LISTING EXPERIENCE AND TRADE-RELATED EDUCATION
PLEASE READ CAREFULLY**

In order to determine if you have the necessary Mechanical experience and training to qualify to take the examination for the Mechanical license, you must complete in detail Part I & II. **Verification of employment must be provided by letters and/or pay stubs from previous or current employers.**

REMEMBER!! Your qualifications will be determined on the basis of information provided by you on this application. It must be **factual, clear and complete.** Use additional sheets if necessary.

PART I - CONSTRUCTION WORK EXPERIENCE

Read carefully the definitions given below for the four different classifications of Mechanical work experience. Based on these definitions, show the number of hours/years that you have worked for each employer in each classification that applies to you. The total hours/years shown must equal the hours/years shown for the various classifications.

The Board has the right to contact your present or previous employers to verify your work experience as stated herein.

1. Mechanical "A" Contractor-Unlimited
2. Mechanical "C" Contractor-Gas Fitter/Sheet Metal/Refrigeration
3. Journeyman Gas Fitter/Sheet Metal/Refrigeration
4. Apprentice Gas Fitter/Sheet Metal/Refrigeration

PART II - TRADE RELATED EDUCATION AND FORMAL INSTRUCTION

Read carefully the descriptions of the three classifications of education or instruction listed below. Then give the reference information requested. Make answers as complete and clear as possible.

1. Formal Apprenticeship Training: If you have been employed by an employer with an approved apprenticeship-training program, list the program and the dates that you were enrolled.
2. Education - Vocational or Trade, Correspondence, College where the instruction was directly related to the Mechanical theory and practical applications involving Mechanical work. Show separately the name of the school, title of the course, dates attended, credit hours and number of days per week and hours per day attending class or a transcript of credits must be submitted.

MINIMUM QUALIFICATIONS
EXPERIENCE/EDUCATION (CONT)
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3. Military Training in Mechanical: Show in detail exactly what kind of training, schooling, or work experience you received directly related to Mechanical work under the supervision of the licensed Mechanical Contractor. Include the length of time spent and any other information, which will assist in evaluating the degree of Mechanical experience that you have had in construction in this classification.

**APPLICATION AND EXAMINATION INFORMATION
MASTER AND JOURNEYMAN LICENSING**

QUALIFICATIONS FOR EXAMINATION

The Board shall establish the minimum level of experience required for an applicant to receive a journeyman, master or contractor Mechanical license. The maximum experience the Board may require for an applicant to qualify to receive a **journeyman's sheet metal and journeyman's refrigeration** license is four years or **8,000 hours** of practical experience. The maximum experience the Board may require for an applicant to qualify to receive a **journeyman's gas fitter** license is **6,800 hours** of practical experience. An applicant for a **Mechanical Contractor** license shall furnish evidence that they have five years or **10,000 hours** of practical experience and/or schooling.

DOCUMENTING MECHANICAL EXPERIENCE

Letters of Verification: The applicant must provide proof of Mechanical installation experience by submitting letters, pay stubs, proof of education credit hours and/or any other proof of applicants experience from current and/or former employers (Master Mechanical Contractors). Letters must be on company letterhead and signed by the master. The letters must include the exact dates of employment and a specific job description, detailing the type of Mechanical work performed (for example: residential remodeling, commercial new construction, maintenance, etc.) It should also include the amount of time you worked in each category. You must submit original letters; fax or photocopies of letters are not accepted. Keep copies of letters for you files.

Out of State Verification: Follow the same procedure as above. Applicants shall not verify their own experience (even if currently licensed in another state). Letters provided must be from master (or equivalent) with whom you have worked and who can evaluate your experience. In Addition, you must submit a photocopy of your out-of-state license(s). However, licenses do not substitute for letters of verification.

APPLICATION REVIEW

All applications will be reviewed prior to examination. The office hours are: Monday through Friday 7:30 A.M. to 4:30 P.M. When submitting your application for review, you must include the complete application that you have signed and dated and all of the required qualifications for examination. Applications must be approved prior to scheduling for the written examination.

EXAMINATION REGISTRATION

After your application is reviewed, you will be notified by mail if it has been approved or denied. If approved, you will receive pertinent information concerning the examination. Those candidates scheduled for the written examination, but not appearing at their scheduled time, may be rescheduled for the following examination if you notify this Department in writing. Your fee will be transferred only once without forfeiture.

APPRENTICE REGISTRATION

An apprentice is any unlicensed person who, as his principal occupation is engaged in learning and assisting in the installation of Mechanical systems. Anyone working for a Mechanical Contractor shall register with this office within 30 days of their initial date of hire. It is the **contractor's** responsibility to register their apprentices. An apprentice must re-register when changing contractors. Anyone that has not been registered as an apprentice with this department as required, must submit a letter from their employer explaining why they were not properly registered. Anyone having worked for more than one year without being registered must also submit payroll stubs in verification of their work experience (photocopies of W-2 forms may be substituted). Cards for registration are available upon request.

LICENSE BY ENDORSEMENT: Licensees from another City/County/State may be eligible for licensing by endorsement providing that the applicant possesses credentials and qualifications which are substantially equivalent to requirements for licensing by examination and you must provide proof of **ALL** of the following:

1. Completion of an apprenticeship program, or completion of the required years/hours and type of experience for the comparable license; and
2. Submit proof of successful completion of a comparable examination based on the 1997 Uniform Mechanical Code; and
3. Submit a photocopy of your currently held license, which has been held for a minimum of six (6) months; and
4. Submit a completed application and letters of verification of your Mechanical experience as outlined on the front of this form for the license category for which you are applying for endorsement.

EXAMINATION CONTENT/GRADING

Written examinations will be administered by the Pueblo Regional Building Department. The examination is in a multiple-choice format part open and part closed book. Since some questions require the use of mathematics, you may bring a battery powered, non-programmable calculator. You may not use calculators capable of storing letters and works. An overall score of 70% is required to pass the written examination.

STUDY GUIDE REFERENCE FOR TESTING*

<u>LICENSE TYPE</u>	<u>CHAPTERS</u>
BUILDING 'A' UNLIMITED	2003 IBC
BUILDING 'B' LIMITED	2003 IBC
BUILDING 'C' HOME BUILDER	2003 IRC
BUILDING 'D' AWNING INSTALLATION	2003 IBC 1,2,16,26,31,32
BUILDING 'D' CONCRETE	2003 IBC 1,4,5,6,7,9,10, 17,18,19,23 and
* STANDARD CONST. SPECIFICATIONS & STANDARD DETAILS FROM CITY PUBLIC WORKS DEPARTMENT	
BUILDING 'D' DEMOLITION	No Test Required
BUILDING 'D' DRYWALL	2003 IBC 1,25
BUILDING 'D' ELEVATORS	No Test Required
BUILDING 'D' EXCAVATION	2003 IBC 1,18 and
* STANDARD CONST. SPECIFICATIONS & STANDARD DETAILS FROM THE CITY PUBLIC WORKS DEPARTMENT	
BUILDING 'D' FRAMING	2003 IBC 1,4,6,7,10,12,16,23,24,34 or the 2003 IRC 1,3,4,5,6,7,8,23
BUILDING 'D' HOUSE MOVING	No Test Required
BUILDING 'D' MASONRY	2003 IBC 1,21
BUILDING 'D' ORNAMENTAL IRON	No Test Required
BUILDING 'D' ASPHALT PAVING	City of Pueblo Public Works
* STANDARD CONST. SPECIFICATIONS & STANDARD DETAILS	
BUILDING 'D' ROOFING	2003 IBC 1,12,15
BUILDING 'D' SIDING	2003 IRC 1,2,7
BUILDING 'D' SIGN ERECTION	2003 IBC Appendix H
BUILDING 'D' STUCCO	2003 IBC 1,25
BUILDING 'D' STRUCTURAL STEEL	No Test Required
BUILDING 'D' U OCCUPANCY	2003 IRC 1,2,3,4,5,6,8,9 (detached garages, carports, sheds, agricultural buildings, patio covers, decks and fences over 6 feet high)
MECHANICAL 'A' UNLIMITED	ALL OF UMC
MECHANICAL 'C' LIMITED (ANY 2 OF 3)	ALL OF UMC
MECHANICAL 'C' GAS WORK	ALL OF UMC
MECHANICAL 'C' REFRIGERATION	ALL OF UMC
MECHANICAL 'C' SHEET METAL	ALL OF UMC
JOURNEYMAN GAS FITTER	ALL OF UMC
JOURNEYMAN REFRIGERATION	ALL OF UMC
JOURNEYMAN SHEET METAL	ALL OF UMC
UTILITY CONT.-FIRE MAINS	UPC, ORD. & CSD
PLUMBING - LAWN SPRINKLER SYSTEMS	UPC & ORDINANCES
UTILITY CONT.-SEWER	UPC, ORD. & CSD
UTILITY CONT.-SEWER & WATER	UPC, ORD. & CSD
UTILITY CONT.-WATER	UPC, ORD. & CSD
PLUMBING - WATER CONNECTED APPLIANCES	UPC & ORDINANCES

* KEY CODES

- 2003 International Building Code (IBC)
- 2003 International Residential Code (IRC)
- 2003 Uniform Mechanical Code (UMC)
- 2003 Uniform Plumbing Code (UPC)
- STANDARD CONSTRUCTION SPECIFICATIONS & STANDARD DETAILS (CSD)
- Ordinances (ORD)

REQUIRES APPLICANT TO BE REGISTERED ONLY, NO TEST

BUILDING 'D' FIRE PROTECTION	REGISTRATION ONLY
BUILDING 'D' GAS TANKS & PUMPS	REGISTRATION ONLY
ELECTRICAL	REGISTRATION ONLY (STATE)
PLUMBING	REGISTRATION ONLY (STATE)
APPRENTICE GAS FITTER	REGISTRATION ONLY
APPRENTICE REFRIGERATION	REGISTRATION ONLY
APPRENTICE SHEET METAL	REGISTRATION ONLY

APPLICATION FOR A MECHANICAL LICENSE
PUEBLO REGIONAL BUILDING DEPARTMENT
316 WEST 15TH STREET
PUEBLO, COLORADO 81003
(719) 543-0002

Circle Appropriate Selections: CONTRACTOR/MASTER

MECH A - UNLIMITED (GF/SM/RF)

MECH C - GAS FITTER

MECH C - SHEET METAL

MECH C - REFRIGERATION

Application Fee \$ 35.00
Credit Report \$ 60.00

Date _____

EXAMINEE:

Name _____ Phone # () _____

Address _____
Street City State Zip

Age ___ Date of Birth _____ Social Security # _____

Have you held a Mechanical license in any jurisdiction? Yes No

List all active licenses: _____

(Please attach copies of all active licenses to application.)

If jurisdiction does not require license, please attach letter from them on their letterhead stating so.

Have you ever had a Mechanical license suspended/revoked? Yes No

If so, by whom and for what reason? _____

Telephone numbers provided as references on Page 3 of this application must be reachable between 7:30 a.m. - 4:30 p.m. (MT). If references cannot be verified, your application may be delayed in going to the Board of Appeals for approval.

I hereby certify that the statements contained herein are true to the best of my knowledge and belief. I understand a false statement in answering questions on this application is justification for revocation of a license.

Examinee's Signature _____ Date _____

THE COMPANY:

Company Name _____

Address _____
Street City State Zip

Phone () _____

Circle One:

The Company is a: Sole Proprietorship Corporation Partnership

Company Start Up Date: _____

Tax I. D. Number _____

Names, Positions and Social Security Numbers of Officers, Partners
and Owners:

COMPANY CERTIFICATION:

The undersigned individual, partnership or corporation represents and warrants the above named "examinee" or "agent" for the contractor's license has the express authority to bind the company, partnership or corporation by this application and further, I/we agree to abide by the ordinances and regulations promulgated by the City and County of Pueblo and adopted by other local government entities within Pueblo County with regard to any work which is performed by our company pursuant to the contractor's license applied for in this application.

Signature: _____

Print Name: _____

Title: _____

NOTE: THIS CERTIFICATION MUST BE SIGNED BY A PARTNER, OWNER OR AN OFFICER OF THE COMPANY OR CORPORATION.

Please provide names and numbers of people we can contact to verify your experience in the field you are applying for:

Name of Company and/or Contact _____
Street: _____ City: _____ State: _____
Position held: _____
Immediate Supervisor: _____ Phone Number: _____
From Mo./Yr. _____ To Mo./Yr. _____
Description of Projects: _____

Name of Company and/or Contact _____
Street: _____ City: _____ State: _____
Position held: _____
Immediate Supervisor: _____ Phone Number: _____
From Mo./Yr. _____ To Mo./Yr. _____
Description of Projects: _____

Name of Company and/or Contact _____
Street: _____ City: _____ State: _____
Position held: _____
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From Mo./Yr. _____ To Mo./Yr. _____
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