

City of Rockford, Illinois

Community & Economic Development Department
Construction and Development Services
425 East State Street, Rockford, IL 61104
Phone: (779) 348-7158 Fax: (815) 967-4243
Web: www.rockfordil.gov



MECHANICAL LICENSE EXAMINATION APPLICATION

2019 SCHEDULE of APPLICATION FILING & EXAMINATION DATES

FILING DEADLINE: (Second Thursday of each Month by 5:00PM)	TESTING DATE: (subject to Mechanical Board Approval) (Second Thursday of each Month @Noon)
December 13, 2018	January 10, 2019
January 10, 2019	February 14, 2019
February 14, 2019	March 14, 2019
March 14, 2019	April 11, 2019
April 11, 2019	May 09, 2019
May 09, 2019	June 13, 2019
June 13, 2019	July 11, 2019
July 11, 2019	August 08, 2019
August 08, 2019	September 12, 2019
September 12, 2019	October 10, 2019
October 10, 2019	November 14, 2019
November 14, 2019	December 12, 2019
December 12, 2019	January 16, 2020

*****Upon submittal of an application, the Mechanical Board will review the application and determine if the applicant has met the requirements set forth in the Mechanical Code Amendments to take the applied for license examination.**

If you have any questions, please call the Construction and Development Services office at (779) 348-7158.

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CONSTRUCTION AND DEVELOPMENT SERVICES DIVISION

Mechanical License Examination Application

To obtain a mechanical license from the City of Rockford, you must qualify and be approved by the Mechanical Board to take the mechanical examination and shall pass the examination as provided by the Mechanical Board. The following qualifications and requirements are from the 2015 International Code Family with amendments including the International Mechanical Code as amended and International Fuel Gas Code as amended, and the International Residential Code as amended:

All applicants for a license shall be of legal age, and **shall**:

- 1. MANDATORY that the applicant have had at least five (5) years of experience in the trade for the class of license he is applying for or;**
2. have a degree in related mechanical technologies from an accredited university or college for the class of license he is applying for plus one (1) year of practical experience in that class or;
3. have completed a registered apprenticeship program recognized by the Mechanical Board for the class of license that he is applying for,

Applications for a mechanical license shall be filed with the code official on the second Thursday of each month by 5:00pm.

Examinations for licenses are given by the Mechanical Board on the second Thursday of every month. The applicant must test within 90 calendar days of approval to test or will have to re-apply. Forty-eight hour notice of intent to take the license exam is required. If testing for more than one exam, each test may be given on different days; as each test requires a 2 hour time frame.

This license examination application must be notarized.

Return Applications to:
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Classes of Mechanical Licenses

- Class A** Class A license shall be issued to a person desiring to enter into the business of installing, altering, or repairing warm air heating, air conditioning, and ventilating equipment.
- Class A1** Class "A1" license shall be issued to a person desiring to enter into the business of performing work on detached one (1) and two (2) family dwellings and townhouses not more than three stories above-grade in height with a separate means of egress and their accessory structures constructed under the International Residential Code on warm air heating and cooling (air conditioning) installations, and service replacements. The "A1" license excludes hotels, motels, and any housing units as established by the
- Class B** Class B license shall be issued to a person desiring to enter into the business of installing, altering, or repairing boilers, hydronics, steam heating, and solar systems.
- Class D** Class D license shall be issued to a person desiring to enter into the business of installing, altering, or repairing of refrigeration piping of kitchen equipment or equivalent such as: walk in coolers, walk in freezers, dairy cases, ice machines and the refrigerant piping of comfort cooling equipment only.
- Class E** Class E license shall be issued to a person desiring to enter into the business of installing, altering, or repairing any or all of the consumer gas piping from the point of delivery to the gas cock preceding the appliance.
- Class E1** Class "E1" license shall be issued to a person desiring to enter into installation, altering, or servicing of any or all of the consumer gas piping from the point of delivery(meter) to the gas shut-off valve immediately preceding the appliance on detached one (1) and two (2) family dwellings and townhouses not more than three stories above-grade in height with a separate means of egress and their accessory structures constructed under the International Residential Code and provided it is under one P.S.I.G. and less than 2 ½" inside diameter pipe. The "E1" license excludes hotels, motels, and any housing units as established by the *International Building Code* (such as group homes, boarding houses, halfway houses and similar uses).
- Class F** Class F license shall be issued to a person desiring to enter into the business of installing prefabricated fireplaces, gas logs, Franklin stoves, inside barbecue burners or pits, and inside charcoal pits.
- Solar Systems** Class B license, Illinois Plumbing Contractor registration, and Illinois Plumber's license required.
- Geothermal** Class A license, Class B license, Illinois Plumbing Contractor registration, and Illinois Plumber's license required.



Construction and Development Services
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Rockford, IL 61104

Mechanical License Examination Application

This form must be completed in full. The statements must be attested to by a Notary Public. Failure to comply with the above instructions will delay action on this application.

When completed, this form must be presented to
Construction & Development Services, Mechanical Division.

TO BE FILLED OUT BY THE APPLICANT FOR APPLICATION

Name of individual applying for license: _____

Address: _____
City State Zip

Phone: _____ Email: _____

Business name of person, firm, or corporation to whom permits are to be issued:

Address: _____
City State Zip

Phone: _____ Email: _____

Circle Class(es) of license applied for: **A A1 B D E E1 F**

Are you currently licensed as a mechanical contractor in any other municipality or state?

YES* _____ **NO** _____

** if yes, please attach notarized documentation of license(s)*

Is this a re-submission? YES _____ NO _____

Mechanical License Class _____ Original Application Date _____

Education

School and Address

Year Graduate

College/University

Trade/Vocational

Other

Courses completed relevant to License applying for:

School and Address

Course Description

Date Completed

Applicable certifications and licenses:

Description

City and State

Date Complete

Work History

Name of Company/Business:	From (M/Y)	To (M/Y)	Type of Business	Phone Number	
Street address		City		State	Zip
Job Title			Supervisor's Name		
Job duties:					

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Street address		City		State	Zip
Job Title			Supervisor's Name		
Job duties:					

Applicant applying for License

Signature and date

APPLICATION AND ALL ATTACHMENTS SHALL BE NOTARIZED

State of Illinois
County of Winnebago

Is a legal resident of _____

County of _____

State of _____

Being sworn before me,

and that all statements are true to the best of my knowledge and belief

Sworn and subscribed to me this

_____ Day

of _____

_____ at,

_____ County of _____

and State of _____

Notary Public _____