

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

2022 SCHEDULE of APPLICATION FILING & EXAMINATION DATES

FILING DEADLINE: (Second Thursday of each Month by 5:00PM)	TESTING DATE: Testing is held the second Thursday of each month at 8:30 am *Subject to Mechanical Board Approval First*
January 13, 2022	*February 10, 2022
February 10, 2022	*March 10, 2022
March 10, 2022	*April 14, 2022
April 14, 2022	*May 12, 2022
May 12, 2022	*June 9, 2022
June 9, 2022	*July 14, 2022
July 14, 2022	*August 11, 2022
August 11, 2022	*September 8, 2022
September 8, 2022	*October 13, 2022
October 13, 2022	*November 10, 2022
November 10, 2022	*December 8, 2022
December 8, 2022	*January 12, 2023
January 12, 2023	*February 9, 2023

*****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 license examination.**

If you have any questions, please call Christina at (779) 348-7409 or email @christina.hargrove@rockfordil.gov.

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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 12 calendar months 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.**

Return Applications to:
Christina Hargrove
Construction and Development Services
425 East State Street
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Fax: (815) 967-4243
Christina.Hargrove@rockfordil.gov

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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 1/2" 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.



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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: _____	
Phone: _____	Email: _____

Business name of person, firm, or corporation to whom permits are to be issued: _____	
Address: _____	
Phone: _____	Email: _____

Check Class(es) of license applied for: A A1 B D E E1 F
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Are you currently licensed as a mechanical contractor in any other municipality or state? YES* _____ NO _____ <i>* if yes, please attach notarized documentation of license(s)</i>
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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:					

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

Experience and Qualifications

Describe your experience and qualifications for each class of license that you are applying for. Be sure to include job duties (installation.service. etc.) and all other relevant information.

Be specific.



Applicant Applying for license must sign and date this form.

Under penalties as provided by law pursuant to Section 1-109 for the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein state to e true on information and belief and as to such matters the undersigned certifies as aforesaid that the verily believes the same to be true.

Signature and date