

**City of Rockford, Illinois**

Community & Economic Development Department  
 Construction and Development Services  
 425 East State Street, Rockford, IL 61104  
 Phone: (815) 987-5550 Fax: (815) 967-4243 TDD (815) 987-5718  
 Web: www.rockfordil.gov



**MECHANICAL LICENSE EXAMINATION APPLICATION**

**2013 SCHEDULE of APPLICATION FILING & EXAMINATION DATES**

<b>FILING DEADLINE:</b> (Second Thursday of each Month, 5 P.M.)	<b>TESTING DATE: (subject to Mechanical Board Approval)</b> (Second Thursday of each Month, 2 PM)
December 14, 2012	January 10, 2013
January 10, 2013	February 14, 2013
February 14, 2013	March 14, 2013
March 14, 2013	April 11, 2013
April 11, 2013	May 9, 2013
May 9, 2013	June 13, 2013
June 13, 2013	July 11, 2013
July 11, 2013	August 8, 2013
August 8, 2013	September 12, 2013
September 12, 2013	October 10, 2013
October 10, 2013	November 14, 2013
November 14, 2013	December 12, 2013
December 12, 2013	January 19, 2014

**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 (815) 987-5550.**

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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 2009 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. 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.

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.

**This license examination application must be notarized.**

Return Applications to:

Construction and Development Services  
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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  
425 East State Street  
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 Graduated
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 Completed
_____		
_____		
_____		
_____		
_____		
_____		
_____		

# 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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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** \_\_\_\_\_