



To obtain a mechanical license from the City of Rockford,

1. The applicant 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 2021 International Code Family with amendments including the International Mechanical Code (IMC) as amended and International Fuel Gas Code (IFGC) as amended, and the International Residential Code (IRC) as amended:

All applicants whose applications will be required to be reviewed by the Mechanical Board shall be of legal age, and shall:

1. Have a **MANDATORY** five (5) years of experience in the trade for the class of license he/she is applying for or;
2. Have a degree in related mechanical technologies from an accredited university or college for the class of license he/she 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/she is applying for.

Upon submittal of the application, the Mechanical Board will review the application at the following Board meeting (see page three for schedule) and determine if the applicant meets the requirements set forth in the Mechanical Code with Amendments to take the license examination. The applicant will be notified within 48 hours of the Board's decision. Examinations are given by the City of Rockford Mechanical Inspector on the second Thursday of every month. The applicant will have 12 months from the date of approval to test or will be required to re-apply. **A two-week notice of intent to take the license exam is required***. If testing for more than one license, the applicant can choose to take the exams on separate days, as each one has a 2-hour time limit. The exam is open book based on the 2021 IMC, IFGC, IRC and the local amendments listed on the website www.rockfordil.gov. No electronic devices allowed.

Exam Start: 8:30am. Applicant should be present at 8:15am

Exam Length: 2 hours

Exam cost: \$225.00 per exam

Questions? Contact us at 779-348-7158 or CD_licenseholder@rockfordil.gov



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 **for residential and commercial properties.**
- 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 *International Building Code* (such as group homes, boarding houses, halfway houses and similar uses).
The A1 license *ONLY INCLUDES* 1 and 2 family residential properties.
- 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 **for residential and commercial properties.**
- 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).
The E1 license *ONLY INCLUDES* 1 and 2 family residential properties.
- 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.
- Geothermal** Class A license, Class B license, Illinois Plumbing Contractor registration, and Illinois Plumber’s license required.



2026 SCHEDULE

APPLICATION FILING DEADLINE: (First Thursday of each Month by 5:00PM)	MECHANICAL BOARD MEETING:	EXAM DATE: (subject to Mechanical Board Approval)
January 2, 2026	January 15, 2026	February 12, 2026
February 6, 2026	February 19, 2026	March 12, 2026
March 6, 2026	March 19, 2026	April 9, 2026
April 3, 2026	April 16, 2026	May 14, 2026
May 1, 2026	May 21, 2026	June 11, 2026
June 5, 2026	June 18, 2026	July 9, 2026
July 3, 2026	July 16, 2026	August 13, 2026
August 7, 2026	August 20, 2026	September 10, 2026
September 4, 2026	September 17, 2026	October 8, 2026
October 2, 2026	October 15, 2026	November 12, 2026
November 6, 2026	November 19, 2026	December 10, 2026
December 4, 2026	December 17, 2026	January 14, 2027



All five sections must be completed. A minimum 5 years of experience is required in the applicable license type. Failure to comply will delay action on this application.

SECTION 1: GENERAL INFORMATION

APPLICANT INFORMATION

Full Legal Name of Applicant:

Preferred Name:

Address:

City:

State:

Zip:

Email:

Phone:

Business Name of Person, Firm, or Corporation Applying:

Business Address:

City:

State:

Zip:

Email:

Phone:

LICENSE INFORMATION

Which license(s) are you applying for on this application? Check all that apply:

☐ A

☐ A1

☐ B

☐ D

☐ E

☐ E1

Are you currently licensed as a mechanical contractor in another municipality in Illinois?

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

☐ No

Have you previously applied for or held a mechanical license in the City of Rockford?

☐ Yes

☐ No



SECTION 2: EDUCATION

If you have a resume' that includes the information in Sections Two and Three, you can attach the resume' and skip these two sections.

COLLEGE/TRADE SCHOOLS

College/University Address:	City:	State:	Year Graduated:
College/University Address:	City:	State:	Year Graduated:
Trade/Vocational:	City:	State:	Date Completed:
Trade/Vocational:	City:	State:	Date Completed:
Other:	City:	State:	Date Completed:
Other:	City:	State:	Date Completed:

RELATED COURSES

School:	City:	State:
Course Description:	Date Completed:	
School:	City:	State:
Course Description:	Date Completed:	
School:	City:	State:
Course Description:	Date Completed:	

APPLICABLE CERTIFICATIONS

Description:	City:	State:	Date Completed:
Description:	City:	State:	Date Completed:
Description:	City:	State:	Date Completed:
Description:	City:	State:	Date Completed:



SECTION 3: WORK HISTORY

PREVIOUS EMPLOYMENT

Business Name:	Start Date:	End Date:	Phone:	
Address:	City:		State:	Zip:
Position:		Supervisor:		
Job Duties:				

PREVIOUS EMPLOYMENT

Business Name:	Start Date:	End Date:	Phone:	
Address:	City:		State:	Zip:
Position:		Supervisor:		
Job Duties:				

PREVIOUS EMPLOYMENT

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Position:		Supervisor:		
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City of Rockford, Illinois
Community & Economic Development Department
Construction & Development Services
425 East State Street Rockford, IL 61104
Phone: (779) 348-7158
www.rockfordil.gov

Mechanical License Exam Application

SECTION 4: EXPERIENCE AND QUALIFICATIONS

Describe your experience and qualifications (installation, service, etc.) for each license applied for on this application. Be specific.



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SECTION 5: CONFIRM, SIGN, & DATE

Under penalties as provided by law pursuant to Section 1-109 of 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 be true on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

Signature: _____

Date: _____