



MECHANICAL MASTER/JOURNEYMAN TRADE LICENSE APPLICATION

1100 Frederick Avenue • Room 106 • St Joseph, MO 64501

(816) 271-4751 • Fax (816) 271-4676

GENERAL INFORMATION:

Date: _____

Section 7-504 (3). Name and address of applicant

Applicant's Name: _____ Phone: _____

Address: _____ Title: _____

Section 7-504 (4). Name and employer or business

Company Name: _____ Phone: _____

Address: _____ Fax: _____

APPLICATION FOR:

Commercial Master Mechanical Trade License Application
Unlimited Air Conditioning and Heating

Commercial Journeyman Mechanical Trade License Application
Unlimited Air Conditioning and Heating

Small Commercial/Residential Master Mechanical Trade License Application
25 tons of Air conditioning or less and/or 400,000 BTUH of heating systems or less

Small Commercial/Residential Journeyman Mechanical Trade License Application
25 tons of Air conditioning or less and/or 400,000 BTUH of heating systems or less

STATE ISSUED PHOTO IDENTIFICATION:

Section 7-504 (1). A copy of a valid driver's license or state issued identification card.

Attach legible copy

TEST RESULT OR CERTIFICATE OF COMPETENCY FROM TESTING AGENCY:

Section 7-504 (2). An original certificate of competency from an approved reciprocating community. The customer assistance department may verify the contents with the issuing jurisdiction and may require the applicant to provide additional information. Section 7-511.

Attached
(include name of testing organization, scope of the test, test number, test score)

NOTARIZED LETTERS OF ACTIVE EMPLOYMENT ON COMPANY LETTERHEAD:

Section 7-506 (1) a. Master mechanical applicants shall have at least three years of experience as a journeyman in the mechanical trade.

Attached (need 3 years as a Journeyman plus 4 years as an apprentice or greater) and trade licenses.

City Use	Initial
<input type="checkbox"/> Received	_____
<input type="checkbox"/> Received	_____
<input type="checkbox"/> Verified	_____
Date:	_____
Name:	_____
<input type="checkbox"/> Received	_____

RECIPROCITY OF LICENSURE :

Section 7-511. Reciprocity of Licensure. The city will not honor a master's license issued from other jurisdictional areas except one issued to a duly licensed and certified mechanical of another jurisdiction on the same terms, same classification and under the same conditions, including the minimum test score of 75%. The examination shall be accepted as long as the applicant has provided proof that they have been working in the related trade and classification from the time they took the exam to the present.

Attached current trade licenses.

Location:	License Type & Number:	Phone Number:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

City Use

Received in writing
(either code or letter from CBO or equivalent)

Reciprocation:

Does
 Does Not

NAME AND ADDRESS OF PREVIOUS EMPLOYERS:

Section 7-504 (5). List name, address and telephone number of all previous employers under which applicant worked as an intern, apprentice, journeyman or master.

Check box if attached. Do not check this box if listed below.

SUPERVISION :

Section 7-517 (a) . Mechanical trade. Where a mechanical license is required to do work, an apprentice or intern as defined by this article may perform said work with the direct supervision of a licensed journeyman or master mechanical. Not more than three apprentices or interns shall work under the direct supervision of one licensed journeyman or master.

LICENSING FEE:

Section 7-407.

- \$50 New, Renewal and Grandfathered Master
- \$40 New, Renewal and Grandfathered Journeyman
- \$25 Multiple License (Per Additional License)

APPLICANTS SIGNATURE:

Signature _____ Date _____

CITY USE ONLY			Title	Approval	Date
	Date	Initial	Mechanical Inspector		
Received			Building Dept Supervisor		
Issued			Director		



GENERAL INFORMATION:

Printed Name _____

Home Address _____

DISCLOSURE:

Section 7-507. The applicant shall disclose, at the time of application, any current or previous license(s) held in Missouri or any other state and any disciplinary actions ever taken against them. No trade or operators license shall be issued to any applicant who has had a license suspended or revoked for disciplinary reasons, or who has surrendered a license during any disciplinary proceeding or investigation, within the preceding five years. Any applicant denied a license under the provisions of this section may appeal such denial to the respective advisory board for that trade or discipline. Section 7-453 Appeal Procedures.

Location	In Good Standing	Suspended/ Revoked	Date of Suspension/Revocation
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Past Disciplinary Actions:

Location	Reason	Date

UNLAWFUL ACTS:

Section 7-518. Unlawful acts. Any unlawful act may be grounds for suspending or revoking a contractor's license. It shall be unlawful for any person:

- (1) *To perform or cause to be performed any work in the city of St. Joseph which requires a permit without having first secured the appropriate permit from the city.*
- (2) *To perform or cause to be performed any work in the city of St. Joseph which requires a licensed tradesman without securing the services of a duly licensed class T contractor to perform and/or supervise the work.*
- (3) *For any person holding a current, valid class T contractor's license to employ any person to perform any work in the city of St. Joseph which requires a trade license if that person does not hold a current, valid trade license from the city of St. Joseph for such work as required by this article.*
- (4) *For any person to employ any individual as an apprentice or intern, as defined in this article, to perform any work in the city of St. Joseph without providing direct supervision as defined in this article.*
- (5) *For a person to create an unsafe condition and/or allow an unsafe condition to exist.*
- (6) *For a person to create an unsafe mechanical condition and/or allow an unsafe mechanical condition to exist that may result in property damage or personal injury.*
- (7) *Operating or allowing a boiler, air conditioning or refrigeration plant to be operated without the proper licensing.*

SIGNATURE:

Signature: _____ Date: _____

Title: _____

**Mechanical Master/Journeyman
Trade License Application**

