



MECHANICAL APPRENTICE/INTERN 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:

Apprentice Mechanical Trade License Application
Section 7.501 (5) Apprentice. An mechanical apprentice shall be registered with the city within one of the specified trades. An apprentice must be supervised at all times by an appropriate master or journeyman as defined herein. No examination is required.

Intern Mechanical Trade License Application (No more than 4 years)
Section 7-501 (6). Intern. Any student who is interested in one of the trades and has entered an on-the-job training or orientation program shall be registered with the city within one of the specified trades. An intern shall be considered and offered all the same benefits as an apprentice and shall be supervised at all times by an appropriate master or journeyman as defined herein. An intern license can not be held for more than four years. No examination is required. All requirements for an apprentice license must be met before application for a journeyman may be submitted.

STATE ISSUED PHOTO IDENTIFICATION:

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

Attach legible copy

HIGH SCHOOL DIPLOMA OR EQUIVALENT:

Section 7-504 (7). For apprentice applicants, provide proof of a high school diploma or equivalent and at least 18 years of age or over 30 years of age.

Attached
(if over 30, a high school diploma or equivalent is not required)

PROOF OF ENROLLMENT IN A FORMAL OR INFORMAL TRADE TRAINING PROGRAM:

Section 7-501 (6), 7-504 (8). For intern applicants, provide proof that they are enrolled in a formal or informal trade program under the supervision of a licensed mechanical contractor.

Letter from master, school or employer attached

City Use	Initial
<input type="checkbox"/> Received	_____
<input type="checkbox"/> Received	_____
<input type="checkbox"/> Received	_____

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.

APPLICANTS SIGNATURE:

Signature

Date

LICENSING FEE:

New: \$30

Renewal: \$30

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 Apprentice/Intern
Trade License Application**

