



**GRANDFATHERED**  
**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: \_\_\_\_\_

**Grandfathering Provisions Section 7-510 (a)**

*(a) Class IM Mechanical Trade license. Upon the proper application of and approval by the director of the customer assistance department before March 1, 2010, any individual desiring a mechanical master or journeyman license shall be required to provide proof of at least 5 years or 4 years, respectively, of experience in the trade, notarized on company letterhead by a mechanical contractor, officer, owner or part owner, within the desired licensing classification. Master applicants shall also provide proof that they are full or part owner or corporate officer of their current mechanical business. Upon approval, applicants shall be exempt from the testing and experience requirements of this article for subject license. All other requirements of this article shall be complied with to include, but not be limited to obtaining and displaying the new individual license. When the customer assistance department has received all of the information required of the applicant and is satisfied that the information set forth therein is true, then the director of customer assistance department shall certify such applicant for the appropriate license and upon payment of the proper fee as set out in Section 7-408, shall issue the appropriate license to the applicant.*

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| <p><b>APPLICATION FOR Class IM - Mechanical Trade License:</b></p> <p><input type="checkbox"/> <b>Commercial Master Mechanical Trade License Application</b><br/><i>Unlimited Air Conditioning and Heating</i></p> <p><input type="checkbox"/> <b>Commercial Journeyman Mechanical Trade License Application</b><br/><i>Unlimited Air Conditioning and Heating</i></p> <p><input type="checkbox"/> <b>Small Commercial/Residential Master Mechanical Trade License Application</b><br/><i>25 tons of Air conditioning or less and/or 400,000 BTUH of heating systems or less</i></p> <p><input type="checkbox"/> <b>Small Commercial/Residential Journeyman Mechanical Trade License Application</b><br/><i>25 tons of Air conditioning or less and/or 400,000 BTUH of heating systems or less</i></p> |
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**STATE ISSUED PHOTO IDENTIFICATION:**

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

Attach legible copy

**PROOF OF EXPERIENCE**

- Letter of experience attached (5 yrs for masters and 4 yrs for journeyman)
- Grandfathered Contractor License Application attached

| City Use                          | Initial |
|-----------------------------------|---------|
| <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.

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**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)

**APPLICANT SIGNATURE:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Title: \_\_\_\_\_

| 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: \_\_\_\_\_

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