

TO: Applicant
FROM: Building & Zoning Dept. Room 304, Municipal Center West
SUBJECT: Applications: Mechanical License & ICC Mechanical Tests

Attached you will find applications for a Mechanical License and for the ICC Mechanical Test(s). Please note, in order to qualify for a mechanical license, the Springfield City Code requires a minimum of the following:

→ **Mechanical License-Residential:**

- A. Five (5) years practical experience in all types of mechanical work as approved by the Mechanical Commission
- B. Take and pass the Illinois ICC Mechanical Residential Test.

→ **Mechanical License –Commercial:**

- A. Seven (7) years practical experience in all types of mechanical work as approved by the Mechanical Commission
- B. Take and pass the Illinois ICC Mechanical Commercial Test.

Please fill out both of the applications completely. We do not want to delay your License Application due to lack of information. The applications may be returned separately. The sooner we receive the properly completed ICC test application, the sooner we can register you with the ICC to take the exam(s) of your choice.

If you are applying for a mechanical license and are currently licensed in another municipality (having reciprocal testing) in the State of Illinois or outside the State of Illinois, and you obtained your contractor license prior to 10/10/07, and you have not allowed your registration to expire for more than two (2) years, please attach proof that you passed your municipality's required test; and please attach proof that your license was originally issued prior to 10/10/07. If you are currently registered in a municipality that does not have a testing procedure in place for issuing contractor licenses, you will be required to take and pass the ICC test(s) before you can receive a license in the City of Springfield. You will be notified, in writing, of the Commission's determination after their meeting.

The City of Springfield's contractor testing is provided by The International Code Council (ICC). For all testing information please go to the following website: www.iccsafe.org and then do the following: open "certifications & testing"—open "contractor"—click on the State of Illinois --on this page you will see a list of exam information booklets—open the "2008 Springfield, Illinois Examination Information Booklet." This will provide you with the required study material list, test costs, testing locations, exam i.d. number, etc. You can also call the International Code Council at 888.422.7233 for the information.

PLEASE NOTE: Passing an ICC test does not guarantee that a license will be granted. All other requirements of the Mechanical Ordinance Chapter 173 must be met prior to issuance of a mechanical license.

If you should have any questions regarding this matter, please feel free to contact the Building and Zoning Department at (217)789-2171. Either Rich Krueger or Jim Durkin will be able to assist you.

Attachment(s)