

TO: Applicant
FROM: Building & Zoning Dept. Room 304, Municipal Center West
SUBJECT: Mechanical Registration & Licensing Review; ICC Mechanical Testing

Attached is an application for Mechanical Registration & Licensing review. 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 ICC, National Standard Residential Mechanical W32 – Class C 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 ICC National Standard Master Mechanical W 29 test.

Please fill out the application completely. We do not want to delay your License Review due to lack of information. The application may be returned separately.

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). As of January 1, 2018 the City of Springfield Illinois, Mechanical Testing no longer requires authorization and uses the ICC National Standards Test W29 for commercial mechanical and W32 for residential mechanical. You can also call the International Code Council at 888.422.7233 for the information.

For scheduling and purchase go to: <https://www.iccsafe.org/> and hover over “**Education & Certifications**”, at the drop down menu under “**Assessment Center**” click on “**Exam Catalog**”. Scroll to the bottom of the page and in the **Catalog Search** window enter either W29 or W32 in the search by **Exam Title** box and press enter. From here choose the National Standard Master Mechanical and from here you can download the Computer Based Testing Bulletin for your chosen test and also there is a link to Pearson VUE to register and schedule your test. <http://www.pearsonvue.com/icc/>

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. Jeff Sharp or Shawn Crain will be able to assist you.