



CITY OF GILLETTE
BUILDING INSPECTION DIVISION
 201 E. Fifth Street, 2nd Floor
 Gillette, WY 82716
 Telephone: (307) 686-5260
www.gillettewy.gov
 Email: binsp@gillettewy.gov

INSTRUCTIONS FOR COMPLETING THE CITY OF GILLETTE INDIVIDUAL TRADE LICENSE APPLICATION (NEW)

The City of Gillette has adopted the 2024 Building Codes. This application has been revised to better assist the applicant in complying with the provisions of the Gillette City Codes, specifically Chapter 5. The following information is not all inclusive. **Please refer to the City Codes at www.gillettewy.gov > City Attorney > Current City Code > Chapter 5 “Buildings” for specifics.**

USE THIS FORM IF - New License: Applicant has not previously been licensed with the City. Applicant presently holds a trade license with the City and wishes to add a new trade license. **Upgrade License:** Applicant wishes to change the class of his or her existing City trade license (for example, from a journeyman electrician to a master electrician). **Expired License:** Applicant was licensed with the City for the class of license applying for, however, such license has expired and the 30-day grace period has lapsed or will lapse prior to the completed application being received by Building Inspection.

TRADE LICENSES - The City requires licensing of individuals in the following trades (classes): Electricians (master, journeyman); Gas Pipefitters (master, journeyman, and apprentice); HVAC Technicians (master, journeyman, and apprentice); Plumbers (master, journeyman, and apprentice) and Refrigeration Technicians (master, journeyman, and apprentice). Please review the following information to determine which license or licenses are appropriate for the type of work to be performed. **Applicants may require more than one trade license.**

AUTHORIZATION - Licensing of an individual as an Electrician, Gas Pipefitter, HVAC Technician, Plumber or Refrigeration Technician does NOT authorize the licensee to perform his or her trade within the City limits EXCEPT when such work is done as an owner or payroll employee of an entity that is licensed with the City as a Class D Contractor in the appropriate trade, with the required permit(s) in place.

APPROVAL PROCESS - Completed applications for Individual Trade Licenses go before the Board of Examiners for approval. The Board regularly meets the second Tuesday of each month. Once approved by the Board, licenses are immediately active. Denied applications will be notified via mail. If you do not receive a License or Notification of Denial within one week following the BOE meeting, please contact the Building Inspection Division at 307-686-5260.

SUBMITTAL DEADLINE - Applications are submitted to the Building Inspection Division for processing. **Incomplete applications will be returned to the applicant.** Completed applications received by 5:00 PM on the Monday, before the Board's monthly meeting (Tuesday if Monday is a holiday), will go before the Board for approval at that month's meeting. **Applications received or completed after the deadline listed below will be processed for approval at the next BOE meeting.**

DEADLINE	FOR BOE MEETING ON	DEADLINE	FOR BOE MEETING ON
December 29, 2025	January 13, 2026	June 29, 2026	July 14, 2026
January 26, 2026	February 10, 2026	July 27, 2026	August 11, 2026
February 23, 2026	March 10, 2026	August 24, 2026	September 8, 2026
March 30, 2026	April 14, 2026	September 28, 2026	October 13, 2025
April 27, 2026	May 12, 2026	October 26, 2026	November 10, 2026
May 26, 2026	June 9, 2026	November 23, 2026	December 8, 2026

CONSTRUCTION CODES - The City has adopted the following construction codes: 2024 International Building Code (2024 IBC), 2024 International Residential Code (2024 IRC), 2024 International Plumbing Code (2024 IPC), 2024 International Mechanical Code (2024 IMC), 2024 International Fuel Gas Code (2024 IFGC), 2024 International Fire Code (2024 IFC), 2024 International Existing Building Code (2024 IEBC), 1997 Uniform Code for the Abatement of Dangerous Buildings, and the 2023 National Electric Code (2023 NEC). For amendments to the adopted codes, see Chapter 5 of the Gillette City Codes. Such amendments are available via the City's website at www.gillettewy.gov > City Government > Current City Codes > Chapter 5 – “Buildings” for specifics.

TEST INFORMATION: A test certification is required for all Class D Licenses. Electrical Contractors and Electricians are required to be licensed through the State of Wyoming.

For test information and to schedule your exam, go to the ICC’s website at <http://www.iccsafe.org> > Professional Development > Credentialing > Exam Catalog > Catalog Search > Choose: **Type: Contractor/Trades, Category/Trade: ALL**, Click Search > Determine what exam to take for certification desired > **Look for:** *Click here to purchase and register for a CBT exam: Pearson Vue.* ***Note – these instructions are subject to change***

QUESTIONS - If you have questions or need assistance in completing this form, please call the Building Inspection Division at (307) 686-5260 or stop by our office on second floor of City Hall. For questions on testing or State requirements, please contact the applicable testing or State authority.

APPLICATION FEES					
Electrician	Master	\$50	HVAC Technician	Master	\$50
	Journeyman	\$25		Journeyman	\$25
				Apprentice	\$ 5
Plumber	Master	\$50	Refrigeration Tech	Master	\$50
	Journeyman	\$25		Journeyman	\$25
	Apprentice	\$ 5		Apprentice	\$ 5
Plumber - Residential Fire Suppression System Installer	Master	\$50	Gas Pipefitter	Master	\$50
	Journeyman	\$50		Journeyman	\$25
				Apprentice	\$ 5

CERTIFICATION: Copy of ICC Certificate **or** State of WY Electrical License – include with Application
 Work history experience – include with Application – not required for electricians
No Requirements for Apprentice Categories

TRADE	SUPERVISION
Electrician	There shall be at least one City-licensed Master or Journeyman Electrician supervising every one Wyoming State-licensed Apprentice Electrician.
Gas Pipefitter	There shall be at least one City-licensed Master or Journeyman Gas Pipefitter supervising every three Apprentice Gas Pipefitters.
HVAC Mechanical	There shall be at least one City-licensed Master or Journeyman HVAC Technician supervising every three Apprentice HVAC Technicians.
Plumber	There shall be at least one City-licensed Master or Journeyman Plumber supervising every three Apprentice Plumbers.
Refrigeration Technician	There shall be at least one City-licensed Master or Journeyman Refrigeration Technician supervising every three Apprentice Refrigeration Technicians.

TRADE SPECIFIC REQUIREMENTS

ELECTRICIAN - Scope of Work: Electricians may perform work authorized under the 2023 NEC, as adopted and amended by the City. **State Licensing:** All electricians are required to be properly licensed through the State of Wyoming prior to making application to the City. A copy of applicant's current **Wyoming State Electrical License** shall accompany the application. Questions regarding testing, licensing, and state reciprocal agreements should be directed to the Wyoming Department of Fire Prevention and Electrical Safety at **(307) 777-7288**. Information may also be found on its website at <http://wyofire.state.wy.us> > Electrical Safety > License and Exam Applications.

GAS PIPEFITTER - Scope of Work: Gas Pipefitters may perform work authorized under the 2024 IFGC, as adopted and amended by the City. Gas Pipefitters may install gas piping inside buildings. Gas Pipefitters may install propane tanks and the gas piping to the building. Gas Pipefitters who wish to perform plumbing and/or HVAC mechanical work shall also hold the applicable Plumber License and/or HVAC Technician License.

HVAC TECHNICIAN - Scope of Work: HVAC Technicians may perform work authorized under the 2024 IMC, as adopted and amended by the City. HVAC Technicians who wish to perform Gas Pipefitter work shall also hold a Gas Pipefitter License.

REFRIGERATION TECHNICIAN - Scope of Work: Refrigeration Technicians may perform work authorized under the 2024 IMC, as adopted and amended by the City. **ESCO Refrigeration Certification required.**

PLUMBER - Scope of Work: Plumbers may perform work authorized under the 2024 IPC, as adopted and amended by the City. Plumbers who wish to perform Gas Pipefitter work shall also hold a Gas Pipefitter License.

PLUMBER - RESIDENTIAL FIRE SUPPRESSION SYSTEM INSTALLER – Scope of Work: Residential Fire Suppression System Installers may perform work in accordance with the 2024 IRC, Section P2904 and NFPA 13-D, Section 6.3 & Section 6.5 Multipurpose & Common Supply Piping Systems.

SUMMARY

TRADE	CLASS	CERTIFICATION AND WORK EXPERIENCE
Electrician	Master	State of WY Master Electrician License
	Journeyman	State of WY Journeyman Electrician License
Gas Pipefitter HVAC Mechanical Plumber Refrigeration Technician	Master	ICC Certificate and Five years approved work experience
	Journeyman	ICC Certificate and Four years approved work experience
	Apprentice	None, but shall apply for a license within 30 days of employment
Plumber - Residential Fire Suppression System Installer	Master	ICC Certificate
	Journeyman	ICC Certificate

Energov Online Portal

To apply for a license online, go to the City’s website at www.gillettewy.gov. Click on ‘Apply for Permits & Plans’. Once on the Energov Self Service page, register for an account and then you can apply for the license. Instruction manuals are provided or call the Building Division at 307-686-5260 for assistance.

ADMINISTRATIVE USE ONLY	
Board of Examiners Action	
[] Approved	[] Denied
at ____/____/____ Meeting	
License #	<input type="text"/>



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INDIVIDUAL TRADE LICENSE APPLICATION **(NEW)**

See instructions for details and additional information. Please complete each field, insert N/A if not applicable.
Incomplete applications will be returned

DATE OF APPLICATION: ____/____/____

TRADE AND CLASS OF LICENSE (select one):

Plumber	<input type="checkbox"/> Master	<input type="checkbox"/> Journeyman	<input type="checkbox"/> Apprentice	HVAC Mechanical	<input type="checkbox"/> Master	<input type="checkbox"/> Journeyman	<input type="checkbox"/> Apprentice
Electrician	<input type="checkbox"/> Master	<input type="checkbox"/> Journeyman		Refrigeration Tech	<input type="checkbox"/> Master	<input type="checkbox"/> Journeyman	<input type="checkbox"/> Apprentice
Plumber - Residential Fire Suppression System Installer				Gas Pipefitter	<input type="checkbox"/> Master	<input type="checkbox"/> Journeyman	<input type="checkbox"/> Apprentice
					<input type="checkbox"/> Master	<input type="checkbox"/> Journeyman	

APPLICANT INFORMATION

Applicant Name: _____
 Mailing Address: _____ City _____ State ____ Zip Code _____
 Home Telephone or Personal Cellular: _____

EMPLOYER INFORMATION

Employer Name: _____
 Mailing Address: * _____ City _____ State ____ Zip Code _____
 Office Telephone: _____ Work Cellular: _____

* Individual License will be mailed to Employer Address

STATUS QUESTIONS

Please answer each of the following questions:		YES	NO
1.	Has applicant been previously licensed with the City of Gillette? If "Yes", please list date(s) and type(s) of license(s).		
2.	Has applicant had any vocational license denied, fined, suspended, or revoked in the past year? (For the purpose of this question, having failed an examination does not constitute "denied"). Attach copies of relevant paperwork.		

STATE LICENSE - ELECTRICIANS ONLY:

Please read the following, fill-in blanks, initial that you have read and understand the content.

_____ I have enclosed a copy of my current Wyoming State electrical license, license # _____, showing an expiration date of _____.

