



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 (RENEWAL)

The City of Gillette has adopted the 2024 Building Codes. For additional information pertaining to City Codes, please refer to the City Codes at www.gillettewy.gov > City Government > Current City Code > Chapter 5 “Buildings” for specifics.

USE THIS FORM IF - The license the applicant is seeking to renew is current and in good standing with the City. Note: The completed application must be received by Building Inspection within the 30-day grace period to be considered a renewal. Completed application received within the grace period, but after the submittal deadline, will **not** keep your license from lapsing.

DO NOT USE THIS FORM IF - 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. 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. Applicant wishes to change the class of his/her existing City trade license (for example, from a journeyman electrician to a master electrician). In these instances, applicant should use the Individual Trade License Application (NEW) form.

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 - All 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 |
|------------------|---------------------------|-------------------|---------------------------|
| January 5, 2026 | January 13, 2026 | July 7, 2026 | July 14, 2026 |
| February 2, 2026 | February 10, 2026 | August 3, 2026 | August 11, 2026 |
| March 2, 2026 | March 10, 2026 | August 31, 2026 | September 8, 2026 |
| April 6, 2026 | April 14, 2026 | October 5, 2026 | October 13, 2026 |
| May 4, 2026 | May 12, 2026 | November 2, 2026 | November 10, 2026 |
| June 1, 2026 | June 9, 2026 | November 30, 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 <http://www.gillettewy.gov> > City Government > Current City Code > Chapter 5 - "Buildings" for specifics.

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.

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 > Licensing 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.

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.

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

SUMMARY

| 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. |

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 (RENEWAL)

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):

| | | | |
|---|---------------------------------|-------------------------------------|-------------------------------------|
| HVAC Mechanical | <input type="checkbox"/> Master | <input type="checkbox"/> Journeyman | <input type="checkbox"/> Apprentice |
| Plumber | <input type="checkbox"/> Master | <input type="checkbox"/> Journeyman | <input type="checkbox"/> Apprentice |
| Electrician | <input type="checkbox"/> Master | <input type="checkbox"/> Journeyman | |
| Plumber - Residential Fire Suppression System Installer | <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? | | |
| 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 _____.

AUTHORIZATION – ALL TRADES:

Please read the following, initial that you have read and understand the content.

_____ I understand that holding a valid trade license with the City does NOT authorize me to perform my trade within the City limits EXCEPT when such work is done as an owner or payroll employee of an appropriately licensed Class D Contractor, with the required permit(s) in place.

ACKNOWLEDGEMENT OF APPLICANT

I, (print name) _____, the undersigned, being first duly sworn, state that I am the applicant herein and that the statements made in this Individual Trade License Application are true. I acknowledge that any false, deceptive, or fraudulent statements made in this application, or at a hearing on the same, will result in the denial of license with the City of Gillette and may subject me to charges of false swearing or perjury. **By signing below the permit holder agrees to perform ALL work per the City of Gillette adopted Codes, Specs and Policies.**

_____ Date: _____
Signature of Applicant

| RENEWAL APPLICATION FEES | | | | | |
|--------------------------|------------|------|-----------------|------------|------|
| Electrician | Master | \$5 | HVAC Technician | Master | \$50 |
| | Journeyman | \$5 | | Journeyman | \$25 |
| | | | | Apprentice | \$ 5 |
| Plumber | Master | \$50 | Gas Pipefitter | Master | \$50 |
| | Journeyman | \$25 | | Journeyman | \$25 |
| | Apprentice | \$ 5 | | Apprentice | \$ 5 |
| Refrigeration Tech | Master | \$50 | | | |
| | Journeyman | \$25 | | | |
| | Apprentice | \$ 5 | | | |