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

INSTRUCTIONS FOR COMPLETING THE CITY OF GILLETTE

INDIVIDUAL TRADE LICENSE APPLICATION (NEW)

The City of Gillette has adopted the 2018 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 Government > 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. Note: Individuals seeking multiple trade licenses should complete a separate application for each trade/class. **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 (Tuesday if Monday is a holiday) before the Board's monthly meeting, 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 6, 2020	January 14, 2020	July 6, 2020	July 14, 2020
February 3, 2020	February 11, 2020	August 3, 2020	August 11, 2020
March 2, 2020	March 10, 2020	August 31, 2020	September 8, 2020
April 6, 2020	April 14, 2020	October 5, 2020	October 13, 2020
May 4, 2020	May 12, 2020	November 2, 2020	November 10, 2020
June 1, 2020	June 9, 2020	November 30, 2020	December 8, 2020

CONSTRUCTION CODES - The City has adopted the following construction codes: 2018 International Building Code (2018 IBC), 2018 International Residential Code (2018 IRC), 2018 International Plumbing Code (2018 IPC), 2018 International Mechanical Code (2018 IMC), 2018 International Fuel Gas Code (2018 IFGC), 2018 International Fire Code (2018 IFC), 2018 International Existing Building Code (2018 IEBC), 1997 Uniform Code for the Abatement of Dangerous Buildings, and the 2017 National Electric Code (2017 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.

A computer-based test sponsored by the International Code Council (ICC) and administered by **Pearson VUE**. **For test information, go to the ICC's website at http://www.iccsafe.org** > Education and Certification > Assessment Center > Exam Catalog > Catalog Search > Choose: Type: *Contractor/Trade*, State: *National/All*, For *Category/Trade* choose the type of certification you are testing for > Click Search > Reference Exam ID for scheduling the exam > Click on link: National Contractor/Trades Examination Information Bulletin > Scroll through the Bulletin to find the exam information for certification. Call to schedule test at 1-877-234-6082.

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

CERTIFICATION: Copy of ICC Certificate or State of WY Electrical License – include with Application
Work history experience – include with Application
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 2017 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 2018 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 2018 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 2018 IMC, as adopted and amended by the City. ESCO Refrigeration Certification required.

PLUMBER - **Scope of Work**: Plumbers may perform work authorized under the 2018 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 2018 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

ADMINISTRATIVE USE ONLY
Board of Examiners Action
[ ] Approved [ ] Denied
at _____/_____/_____ Meeting

License # _____

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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: _____/_____/_____

Please note that a separate application is required for each license applied for.

TRADE AND CLASS OF LICENSE (select one):
Plumber ☐ Master ☐ Journeyman ☐ Apprentice
Electrician ☐ Master ☐ Journeyman
Plumber - Residential Fire Suppression System Installer ☐ Master ☐ Journeyman
HVAC Mechanical ☐ Master ☐ Journeyman ☐ Apprentice
Refrigeration Tech ☐ Master ☐ Journeyman ☐ Apprentice
Gas Pipefitter ☐ Master ☐ Journeyman ☐ Apprentice

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 _____.

AUTHORIZATION: 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 a Class D contractor licensed with the City in the appropriate trade, with the required permit(s) in place.

AFFIDAVIT 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.

_____ Date:_____
Signature of Applicant

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____ day of _____, 20____, the above and foregoing was subscribed and sworn to before me, by (print applicant's name) _____, whom I know personally or whose identity was proven to me on the basis of satisfactory evidence.

Witness my hand and official seal.

My commission expires: _____
Notary Public