



**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION**

**APPLICATION FOR LICENSE**

**ALL APPLICATIONS ARE REVIEWED BY THE CONTRACTOR'S BOARD OF LICENSE AND APPEALS. THESE MEETINGS ARE HELD ON THE THIRD THURSDAY OF EACH MONTH, AND THE APPLICATION IS DUE TEN (10) DAYS BEFORE THE MEETING DATE. ALL INDIVIDUAL APPLICATIONS MUST BE APPROVED BY THE CONTRACTOR'S BOARD BEFORE TESTING IS PERMITTED OR SUBMITTAL OF WRITTEN PROOF OF HAVING PASSED APPROVED TEST FROM ANOTHER JURISDICTION. INDIVIDUALS MUST HAVE A SCORE OF SEVENTY-FIVE PERCENT (75%) OR GREATER FOR A PASSING GRADE. ALL INDIVIDUALS APPLYING FOR A CONTRACTOR'S LICENSE MUST SHOW PROOF OF \$100,000 PERSONAL INJURY AND \$300,000 PROPERTY DAMAGE LIABILITY INSURANCE AS MINIMUMS.**

**THIS LICENSE APPLICATION IS FOR ALL INDIVIDUALS APPLYING TO BECOME LICENSED IN THE FOLLOWING AREAS; BOILER OPERATORS, GAS FITTERS, APPRENTICE, JOURNEYMAN AND MASTER LEVELS FOR ALL MECHANICAL AND PLUMBING LICENSES, MOBILE HOME INSTALLERS, UTILITY INSTALLERS AND WATER CONDITIONING CONTRACTORS.**

ALL INDIVIDUALS APPLYING FOR A JOURNEYMAN LEVEL LICENSE MUST SHOW PROOF OF FOUR (4) YEARS OF EXPERIENCE AND ALL MASTER LEVEL LICENSE MUST SHOW PROOF OF FIVE (5) YEARS OF EXPERIENCE AS A LICENSED JOURNEYMAN OR NINE (9) YEARS OF TOTAL EXPERIENCE. ALL PLUMBING AND MECHANICAL CONTRACTORS MUST EMPLOY A FULL-TIME MASTER AS A QUALIFYING INDIVIDUAL FOR THE CONTRACTOR LICENSE.

ALL INDIVIDUALS APPLYING FOR LOW PRESSURE BOILER OPERATORS MUST SHOW THREE (3) MONTHS EXPERIENCE, HIGH PRESSURE BOILER OPERATORS TWO (2) YEARS EXPERIENCE, UTILITY INSTALLERS ONE (1) YEAR OF EXPERIENCE AND GAS UTILITY INSTALLER FOUR (4) YEARS OF EXPERIENCE.

**FEEES FOR NEW AND RENEWAL OF LICENSE**

	<b>NEW</b>	<b>RENEWAL</b>
MECHANICAL & PLUMBING CONTRACTORS	\$300.00	\$150.00
MASTER	\$ 75.00	\$ 37.50
JOURNEYMAN	\$ 25.00	\$ 15.00
APPRENTICE	\$ 3.00	\$ 3.00
MOBILE HOME CONTRACTOR	\$150.00	\$ 75.00
MOBILE HOME INSTALLER	\$ 15.00	\$ 15.00
WATER TREATMENT CONTRACTOR	\$150.00	\$ 75.00
HIGH PRESSURE BOILER OPERATORS	\$ 20.00	\$ 10.00
LOW PRESSURE BOILER OPERATOR	\$ 10.00	\$ 5.00
GAS FITTER	\$ 10.00	\$ 5.00
UTILITY CONTRACTOR	\$150.00	\$ 75.00
UTILITY INSTALLER	\$ 25.00	\$ 15.00

## **EXPERIENCE AND EXAMINATION CRITERIA**

The following is the experience criteria and all examinations require a seventy five percent (75%) minimum score for passing. Notarized affidavits are required if prior experience is claimed.

1. No examinations are required for any apprentice classification.
2. **MASTER Plumber or Mechanical**  
Applicant must have proof of completion of apprentice training, or the equivalent of four (4) years experience in a licensed shop. An additional five (5) years as a journeyman or master under a recognized licensing authority of a state or municipality having similar licensing requirements to the City of Casper is required.
3. **JOURNEYMAN Plumber or Mechanical**  
Applicant must have proof of completion of apprentice training, or the equivalent of four (4) years experience in a licensed shop under a recognized licensing authority of a state or municipality having similar licensing requirements to the City of Casper.
4. **LOW-PRESSURE Boiler Operator**  
Shall have not less than three (3) months full-time experience in the operation of a boiler in this classification.
5. **HIGH-PRESSURE Boiler Operator**  
Shall have not less than two (2) years full-time experience in the operation of a boiler and steam driven machinery under the supervision of a person holding a valid license.
6. **UTILITY Installer**  
Shall have one (1) year experience in the utility contracting trade or with a licensed plumber
7. **GAS UTILITY Installer**  
Applicant must have proof of completion of apprentice training, or the equivalent of four (4) years experience working at the trade of installation of gas appliances, except for water heaters and boilers for a gas utility company, or a licensed mechanical contractor.

Any person who fails to pass an examination may apply for a re-examination. Should such person fail the exam a second time, the board may refuse a third application until the expiration of six (6) months.