

CITY OF SYRACUSE
BOARD OF MECHANICAL EXAMINERS

INSTRUCTIONS TO THE APPLICANT:

A. PLEASE SEE ATTACHED SHEETS FOR DEFINITIONS OF LICENSE CLASS

B. MASTER MECHANICAL LICENSE: **CLASS A**

IN ORDER TO QUALIFY FOR THE ABOVE CLASS LICENSES, A MINIMUM OF TEN (10) YEARS EXPERIENCE, OF WHICH FIVE (5) YEARS SHALL HAVE BEEN WORKING DIRECTLY ON THE INSTALLATION AND MAINTENANCE OF THE EQUIPMENT AND SYSTEMS FOR THE LICENSE CLASS THAT IS APPLIED FOR AND THREE (3) OF THE FIVE (5) SHALL HAVE BEEN ON NEW CONSTRUCTION OF COMMERCIAL AND/OR INDUSTRIAL INSTALLATIONS.

C. LIMITED MECHANICAL LICENSE: **CLASS B (Limited)**
CLASS C (Residential)

IN ORDER TO QUALIFY FOR EITHER OF THE ABOVE CLASS LICENSES, A MINIMUM OF FIVE (5) YEARS EXPERIENCE DIRECTLY RELATED TO THE HEATING, VENTILATING AND AIR CONDITIONING INDUSTRY, OF WHICH A MINIMUM OF THREE (3) YEARS SHALL HAVE BEEN WORKING DIRECTLY ON THE INSTALLATION AND MAINTENANCE OF HEATING, VENTILATING AND AIR CONDITIONING SYSTEMS.

D. SPECIAL MECHANICAL LICENSE: **CLASSES M , R , & S**

IN ORDER TO QUALIFY FOR ANY OF THE ABOVE CLASS LICENSES, A MINIMUM OF FIVE (5) YEARS EXPERIENCE DIRECTLY RELATED TO THE INSTALLATION, OPERATION, MAINTENANCE AND SERVICE OF REFRIGERATION EQUIPMENT.

E. SPECIAL MECHANICAL LICENSE: **CLASSES T , & W**

IN ORDER TO QUALIFY FOR EITHER OF THE ABOVE CLASS LICENSES, A MINIMUM OF FIVE (5) YEARS EXPERIENCE DIRECTLY RELATED TO THE LAYOUT, INSTALLATION, ALTERATION, MAINTENANCE AND REPAIR OF FIRE SUPPRESSION SYSTEMS.

F. SPECIAL MECHANICAL LICENSE: **CLASS V**

IN ORDER TO QUALIFY FOR THE ABOVE CLASS LICENSE, A MINIMUM OF FIVE (5) YEARS EXPERIENCE DIRECTLY RELATED TO THE LAYOUT, INSTALLATION, ALTERATION, MAINTENANCE AND REPAIR OF FLAMMABLE AND COMBUSTIBLE LIQUID PIPING AND TANK SYSTEMS.

G. SPECIAL MECHANICAL LICENSE: **CLASS 4**

IN ORDER TO QUALIFY FOR THE ABOVE CLASS LICENSE: A MINIMUM OF FIVE (5) YEARS EXPERIENCE DIRECTLY RELATED TO THE INSTALLATION, ALTERATION, MAINTENANCE AND REPAIR OF ANY COMMERCIAL KITCHEN HOOD EXHAUST AND MAKE-UP AIR SYSTEMS, CONNECTING DUCTWORK, GREASE FILTER, FIRE AND/OR MOTORIZED DAMPERS.

DOCUMENTATION OF EXPERIENCE

You will be required to submit to the Board of Mechanical Examiners proof of experience or education as defined above.

- 1. Documentation may be w2 forms, educational certificates, letters from previous employers or, if self employed, 1040 forms.**
- 2. One year's experience is defined as 2000 hours.**
- 3. A mechanical license is granted by the Board upon attaining a minimum score of 70% on the written examination.**

LOCATION OF EXAMINATION:

**CITY HALL COMMONS
GROUND FLOOR ATRIUM
201 EAST WASHINGTON STREET
SYRACUSE, NEW YORK 13202**

EXAM DATES, TIME AND APPLICATION DUE DATES:

**CHECK LICENSING WEB PAGE FOR CURRENT DATES/ TIMES/ LOCATIONS
OR
CONTACT THE LICENSING DEPARTMENT AT (315) 448-8773 FOR INFORMATION.**

**BOARD OF MECHANICAL EXAMINERS
MECHANICAL LICENSE APPLICATIONS**

INSTRUCTIONS TO APPLICANT:

- 1.) FILL OUT THIS APPLICATION COMPLETELY AND ACCURATELY.
- 2.) SUBMIT THE COMPLETED APPLICATION WITH SUPPORTING DOCUMENTATION AND A CHECK FOR THE AMOUNT INDICATED FOR THE EXAM YOU CHOOSE.
PAYABLE TO: **COMMISSIONER OF FINANCE**
- 3.) RETURN TO: **DIVISION OF CODE ENFORCEMENT
CITY HALL COMMONS
201 E. WASHINGTON ST.
SYRACUSE, NY 13202**

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|-----------------------|-----------------|-----------------|-----------------|
| LICENCE APPLYING FOR: | CLASS A - \$200 | CLASS B - \$100 | CLASS C - \$100 |
| (PLEASE CIRCLE ONE) | CLASS S - \$ 75 | CLASS M - \$100 | CLASS R - \$ 75 |
| | CLASS T - \$ 75 | CLASS W - \$ 75 | CLASS V - \$ 75 |

NAME OF APPLICANT: _____ AGE: _____

ADDRESS: _____

HOME TELEPHONE: _____ BUSINESS TELEPHONE: _____

HAVE YOU PREVIOUSLY APPLIED FOR A MECHANICAL LICENSE: _____

DATE(S) APPLIED: _____

CURRENT EMPLOYER: _____

ADDRESS: _____

SUPERVISOR'S NAME: _____

YEARS WORKED: _____ TO: _____ REASON FOR LEAVING: _____

JOB DUTIES: _____

PREVIOUS EMPLOYER: _____

ADDRESS: _____

SUPERVISOR'S NAME: _____

YEARS WORKED: _____ TO: _____ REASON FOR LEAVING: _____

JOB DUTIES: _____

COLLEGE OR TECHNICAL SCHOOL ATTENDED: _____

MAJOR FIELD OF STUDY _____

DATE GRADUATED: _____ DEGREE RECEIVED _____

OTHER PERTINENT EDUCATION: _____

ALL DOCUMENTS OF WORK EXPERIENCE WILL BE REVIEWED BY THE BOARD OF MECHANICAL EXAMINERS AT YOUR PERSONAL QUALIFICATION REVIEW SESSION.

I CERTIFY THAT ALL INFORMATION SUBMITTED TO THE BOARD OF MECHANICAL EXAMINERS IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE **DATE**

NOTARY PUBLIC/COMMISSIONER OF DEEDS

TYPES OF LICENSES

CLASS A MASTER HVAC MECHANICAL LICENSE

Shall mean a license which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of license. It shall entitle the holder thereof to engage in the business of and to secure Permits for the installation, alteration, maintenance, and repair of any heating, ventilating, air conditioning systems and/or equipment.

CLASS B LIMITED HVAC MECHANICAL LICENSE

Shall mean a license which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of license. It shall entitle the holder thereof to engage in the business of and to secure Permits for the installation, alteration, maintenance, and repair of any heating, ventilating, and air conditioning systems and or equipment in new or existing residential structures intended or designed for or used as one and two family and multiple dwellings, which include permanent and transient occupancy, including but not limited to, apartments, hotels, motels, lodging houses, clubs, dormitories, fraternity and sorority houses, senior citizen housing, adult care facilities, and other medium sized commercial buildings which utilize a maximum of 30 ton AC units, boilers up to a maximum of 2,000 MBH input, furnaces of up to a maximum of 500 MBH input, chillers, cooling towers, or evaporative coolers up to a maximum of 100 tons. However, the maintenance and repair of larger sized equipment is permitted with this license.

CLASS C RESIDENTIAL HVAC MECHANICAL LICENSE

Shall mean a license which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of license. It shall entitle the holder thereof to engage in the business of and to secure Permits for the installation, alteration, maintenance and repair of any heating, ventilating and air conditioning systems and or equipment in new or existing residential structures intended or designed for or used only as the home or residence of not more than two (2) distinct families and small commercial buildings of up to 2500 square feet utilizing air conditioning of up to a maximum of 5 tons, furnaces of up to a maximum of 200 MBH input, and boilers of up to a maximum 399 MBH input.

CLASS M MASTER REFRIGERATION MECHANICAL LICENSE

Shall mean a license which is issued to an individual who has proven his qualifications and ability, via sufficient applicable education and or experience, and examination, and has been authorized by the Board to possess this type of license. It shall entitle the holder thereof to engage in the business of and to secure Permits for the installation, alteration, maintenance and repair of any and all types of refrigeration systems.

CLASS R LIMITED REFRIGERATION MECHANICAL LICENSE

Shall mean a license which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of license. It shall entitle the holder thereof to engage in the business of and to secure Permits for the installation, alteration, maintenance and repair of any supermarket/retail food/beverage and small manufacturing process refrigeration systems and or equipment.

CLASS S LIMITED REFRIGERATION MECHANICAL LICENSE

Shall mean a license which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of license. It shall entitle the holder thereof to engage in the business of and to secure Permits for the installation, alteration, maintenance and repair of any retail food/beverage and small process refrigeration systems and or equipment.

CLASS T FIRE SUPPRESSION MECHANICAL LICENSE

Shall mean a license which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of license. It shall entitle the holder thereof to engage in the business of and to secure Permits for the installation, alteration, testing, maintenance and repair of any water based fire suppression systems and or equipment.

CLASS V SPECIAL MECHANICAL LICENSE

Shall mean a license which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of license. It shall entitle the holder thereof to engage in the business of and to secure Permits for the installation, removal, alteration, maintenance and repair of any flammable and combustible liquids piping or tank systems and or equipment.

CLASS 4 SPECIAL MECHANICAL LICENSE

Shall mean a license which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of license. It shall entitle the holder thereof to engage in the business of, and to secure Permits for the installation, alteration, maintenance and repair of any commercial kitchen hood exhaust and make-up air systems, connecting ductwork, grease filter, fire and/or motorized dampers.

CLASS W FIRE SUPPRESSION MECHANICAL LICENSE

Shall mean a license which is issued to an individual who has proven his qualifications and ability, via examination, and has been authorized by the Board to possess this type of license. It shall entitle the holder thereof to engage in the business of and to secure Permits for the layout, installation, alteration, testing, maintenance, and repair of any chemical based fire suppression systems and or equipment.