

# Application for Mechanical Contractor Examination & Licensing

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Michigan Department of Licensing and Regulatory Affairs

Bureau of Construction Codes / Skilled Trades Licensing Section

P.O. Box 30255, Lansing, MI 48909

517-241-9316 or [lara-bcc-licensing@michigan.gov](mailto:lara-bcc-licensing@michigan.gov)

Authority: 2016 PA 407 Penalty: Failure to provide information may result in denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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Note: In accordance with 2012 PA 312, any veteran providing satisfactory proof of separation from the armed forces of the United States under "honorable" or "general under honorable conditions" is exempt from the initial licensing fee. For consideration, please attach a copy of a DD-214, DD-215 or military discharge document denoting honorable to your application. You may email your application and documentation to [lara-bcc-licensing@michigan.gov](mailto:lara-bcc-licensing@michigan.gov) only if you are requesting a veteran exemption.

- **Apply and pay online at <https://aca3.accela.com/lara/> OR**
- **Mail completed application, required documents, and non-refundable license fee to the address listed above.**

**If you have a need for an accommodation to take the examination, please submit written documentation from a professional (educational professional, doctor, psychologist, psychiatrist)**

**\*\*\*\* Any documentation submitted with your application becomes property of the State of Michigan and will not be returned.**

<b>Applicant Information</b>				CONTRACTOR LICENSE NUMBER - REQUIRED FOR ADDITIONS TO LICENSE	
LEGAL NAME AS SHOWN ON OFFICIAL ID (Last, First, Middle)		71 -		<input type="checkbox"/> Addition to License	
ADDRESS		CITY		STATE	
DATE LICENSE EXPIRES		FULL SOCIAL SECURITY NUMBER*			
COUNTY		TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS	

**Work Classifications** (Check work classifications for which you are desiring to test)

- 1 (a) Hydronic heating and cooling and process piping (includes the installation of residential boilers).**  
(Means the application of equipment and systems which provide air conditioning by the controlled forced circulation of fluids or vapors in pipes.)
- 2 (b) HVAC equipment (includes ductwork, gas piping and venting).**  
(Means the application of equipment and systems to provide air conditioning for occupants of buildings and structures. HVAC does not include the installation of portable self-contained refrigeration equipment and window type air conditioners of not more than 1 1/2 horsepower.)
- 3 (c) Ductwork.**  
(Means the air distribution arrangement for supply, return and exhaust in air conditioning systems and in non-air conditioning systems, the materials and methods of which are specified in the Michigan Mechanical Code. Ductwork includes flues, vents and chimneys.)
- 4 (d) Refrigeration.**  
(Means the use of equipment and systems including refrigeration piping, employing the refrigeration cycle to generate low temperatures for other than air condition equipment and systems. Refrigeration includes such equipment and systems as supermarket refrigeration, industrial refrigeration, the preservation of biological materials and food storage facilities. Refrigeration does not include the installation of portable self-contained units such as refrigerators, dehumidifiers and other similar equipment of not more than 1.5 horsepower or other equipment exempted from the Michigan Mechanical Code.)
- 5 (e) Limited heating service.**  
(Means the servicing of gas-designed sectional boilers having inputs of not more than 1 million Btu's, utilizing a combustion safeguard designed to shut off the main gas supply 10 or less seconds after pilot flame failure, and all other gas-fired or solid fuel equipment and systems limited to input ratings of less than 400,000 Btu's per unit; or oil-fired equipment and systems designed for the use of number 1 or number 2 fuel oil, having a maximum firing rate of less than five gallons per hours per unit; or electrical furnaces and electric boilers

using the same kilowatts that are equivalent to the fossil fuel British thermal units generated.)

- 6 (g) Unlimited heating service.**  
(Means the servicing of heating equipment and systems without restrictions concerning thermal capacity or grade of fuel oil or type of fuel.)
- 7 (f) Limited refrigeration and air conditioning service.**  
(Means the servicing of refrigeration equipment and systems and air conditioning equipment and systems employing the refrigeration cycle unlimited capacity utilizing group one refrigerants as listed in the Michigan Mechanical Code.)
- 8 (h) Unlimited refrigeration and air conditioning service.**  
(Means the servicing of refrigeration equipment and systems and air conditioning equipment and systems employing the refrigeration cycle unlimited as to thermal capacity or type of refrigerant.)
- 9 (i) Fire Suppression.**  
(Means the integrated combination of a fire alarm system and fire suppression equipment which as a result of predetermined temperature, rate of temperature rise, products of combustion, flame, or human intervention will discharge a fire extinguishing substance over a fire area.)
- 10 (j) Specialty License.**  
(Means a license to perform work within limits established by the board in one of the work classifications set forth below, for the installation and servicing of:)
  - a. Solar Heating and Cooling
  - b. Solid Fuel Equipment & Vented Decorative Gas Appliances
  - c. LP Distribution Piping
  - d. Fuel Gas Piping
  - e. Fuel Gas Piping & Venting

**Adding Classification License to Existing License.** You must have held the pre-requisite classification for not less than 3 years IMMEDIATELY preceding the date of your application to add classification.

<b>Classification</b>	<b>Pre-requisite classification(s)</b>
c- ductwork	must already have b-HVAC
e – limited heating service	must already have b-HVAC
f – limited refrigeration & air conditioning svc	must already have b-HVAC or d-Refrigeration
g – unlimited heating service	must already have b-HVAC or e-Limited heating svc
h – unlimited refrigeration & air conditioning svc	must already have b-HVAC or d-Refrigeration or f-Limited refrigeration & AC service
j – specialty (any specialty classification)	must already have b-HVAC

**Experience Documentation Required – Documents Must be Attached to Application**

Applicant must be of good moral character, per 2016 PA 407, Article 8, MCL 339.5807 and have a minimum of 3 years or 6,000 hours of experience in the work classification for which he or she is seeking licensure, or an equivalent of that experience, that is acceptable to the board. Application must include **statements signed under penalty of perjury by each contractor of record that is the present or former mechanical contractor employer(s) indicating the applicant has a minimum of 3 years or 6,000 hours of performance in EACH work classification for which the applicant is seeking a license and must include a detailed and specific description of the type of work performed by the applicant including the beginning and ending dates he or she performed that work, the length of time the work was performed, the employer under which the work was performed, and the title of the individual signing the statement.** The description of work performed must include, but not be limited to, heating/cooling BTU ratings, venting and duct systems, types of fuel, types of refrigerants, types of equipment and types of fire suppression systems and equipment if applicable.

If the applicant provides evidence satisfactory to the department that he or she has successfully completed a 2-year, or equivalent, HVAC program provided by a recognized trade school, community college, or university, or a 2-year HVAC training program approved by the United States Department of Labor, the department shall credit the completion of that program toward the 3 years or 6,000 hours of work experience required. The amount credited, as determined by the department, must not exceed 1 year or 2,000 hours of the 3 years or 6,000 hours required.

**Signature**

I have the ability and will serve the public in a fair, honest, and open manner. If I had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.  Yes  No

By signing, I certify that I meet all the requirements of 2016 PA 407 for the examination and license for which I am applying and that the statements in this application are true and correct. I am aware that obtaining a license fraudulently is grounds for disciplinary action.

SIGNATURE	DATE
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FEE PAYMENT INFORMATION	FOR OFFICE USE ONLY - VALIDATION
<p>You will be notified by the third-party testing agency (PSI) with instructions on how to schedule your examination. The examination fee will be paid to PSI at that time.</p> <p>Pursuant to statute, the license fee must be paid at time of application. <b>The application fee is non-refundable.</b></p> <p>INITIAL Mechanical Contractor License/Classification      \$300.00</p> <p>Veteran Exemption – see documents attached</p> <p>Adding classification in first year of license cycle      \$300.00</p> <p>Adding classification in second year of license cycle      \$200.00</p> <p>Adding classification in third year of license cycle      \$100.00</p> <p>Make your check or money order payable to:</p> <p><b>STATE OF MICHIGAN - BCC</b></p>	