

# APPLICATION FOR TRADE LICENSE

CITY OF DETROIT

BUILDINGS, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT

2 WOODWARD AVENUE, ROOM 409, DETROIT, MICHIGAN 48226

*all entries must be typewritten or clearly legible written in ink*

**Date:** \_\_\_\_\_

## Application Type

**APPLICATION FOR LICENSE AS** (Designate  class of license for which application is made)

**Stationary Engineer:**

- 1st Class
- 2nd Class
- 3rd Class

**Boiler Operator:**

- High Pressure
- Low Pressure

**Refrigeration Operator:**

- 1st Class      Refrigerant(s) \_\_\_\_\_
- 2nd Class      Refrigerant(s) \_\_\_\_\_
- 3rd Class      Refrigerant(s) \_\_\_\_\_

## Applicant Experience

**TO THE EXAMINER BUILDINGS, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT**

Date: \_\_\_\_\_

I hereby respectfully apply for LICENSE as \_\_\_\_\_ and submit the following statement for my experience.

	PLACE OF EMPLOYMENT	DATES WORKED		STATE SPECIFICALLY DUTIES PERFORMED ON BOILERS, POWER PLANT & REFRIGERATION EQUIPMENT
Name		From		
Address		To		
Name		From		
Address		To		
Name		From		
Address		To		
Name		From		
Address		To		
Name		From		
Address		To		

(Application Continues on Next Page)

**PRINT NAME CLEARLY**

# APPLICATION FOR TRADE LICENSE

## Applicant Information

Date of Birth: \_\_\_\_\_ My physical and mental capacities are: \_\_\_\_\_  
(poor, fair, good)

Have you ever made application for this grade of license in the City of Detroit?  yes  no

If so, list dates: \_\_\_\_\_

What grades of valid Detroit licenses do you now possess? \_\_\_\_\_

Expiration dates: \_\_\_\_\_ No. of issues: \_\_\_\_\_

What engineering degree(s) or valid license(s), issued outside of Detroit, do you possess? \_\_\_\_\_

## Applicant Signature

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant SIGN IN PRESENCE OF NOTARY PUBLIC

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ A.D. \_\_\_\_\_ County, MI

Signature: \_\_\_\_\_ My commission expires: \_\_\_\_\_  
Notary Public

## Applicant References

We, the undersigned, do certify from our knowledge of the above named \_\_\_\_\_  
(Applicant's Name)  
 that he/she is of temperate habits, and of good character, and recommend him/her as a suitable person to be entrusted with the duties of the station as above, for which he/she makes application.

### REFERENCE SIGNATURES & ADDRESSES OF TWO (2) LICENSED LIC. NO. OPERATING ENGINEERS

- |          |         |  |          |  |
|----------|---------|--|----------|--|
| <b>1</b> | Name:   |  | Lic. No. |  |
|          | Address |  |          |  |
| <b>2</b> | Name:   |  | Lic. No. |  |
|          | Address |  |          |  |

### FOR DEPARTMENT USE ONLY

ATTENTION EXAMINER: APPLICANT MUST SHOW PROPER I.D., ACTIVE LICENSE OR PAPERS

<b>Oral Examination</b>		<b>Fee \$</b>	
<b>Written Examination</b>		<b>Fee \$</b>	
<b>APPLICATION FOR LICENSE AS</b>			
Boiler Heating Surface		(water tube)	
Engine Horsepower		(refrigeration)	
Examined by			
Examination Date			
Disposition			
Issued by			
Issued date			
License No.			
Telephone			
Driver's License			
Applicant's Name			
Residence Address			
City, State Zip			
Company Name			
Company Address			
City, State Zip			

PRINT NAME CLEARLY



**City of Detroit  
Building and Safety Engineering Department  
Construction Division – Electrical/Mechanical  
Coleman A Young Municipal Center RM. 408  
Detroit, Michigan 48226  
(313) 224-3184**

**MEMORANDUM**

**Subject:** Procedures and Subject Matter that an Applicant shall be familiar with when applying for a Boiler Operator License.

**Prerequisites:** The City of Detroit Ordinance No. 750-G requires that an applicant for Boiler Operator Licenses shall have a minimum of boiler plans experience in accordance with the following:

- **Miniature Boiler Operator:** One month experience in the operation of any type high pressure boiler.
- **Low Pressure Boiler Operator:** One year actively employed in connection with the operation or maintenance of low or high pressure boilers, or have completed an approved low pressure boiler operator program as established by completion letters or certificates.
- **High Pressure Boiler Operator:** Two years actively employed in connection with the operation or maintenance of low or high pressure boilers, steam prime movers or their auxiliaries, or have completed an approved high pressure boiler operator program as established by completion letters or certificates.

**Application and Documentation:** *Applicant forms* will be obtained from this department. Completed applications, letters of documentation or other documentary evidence shall be submitted by the applicant to the examination officer for evaluation, verification and scheduling of examination dates. *Notarized letters* from company officials on company stationery per the attached samples are acceptable. Photo copies will be accepted for scheduling purposes only. The originals must be presented for verification on the date of the appointment. Failure to do so will void the application and cancel the examination. Documentary material will be retained with the application and ***will not be returned***. Applications that are not accepted will be returned.

**\*Bring a properly filled out application, proof of employment or certificate of completion from an approved school with proper picture I.D.\***



**Examination:** The oral examinations for this license is given Monday through Friday at 8:00am by appointment only. Fee is 95.00. Applicants will be interviewed at 8:00am., the examination beginning at 8:30am. Punctuality is a very important part of the exam. Applicants who pass the written/oral examination may secure their license upon payment of the required fee \$45.00. Failure to appear for an appointment will result in voiding the application. A new application and documentation will be required to make a new appointment. The applicant is reminded that if they fails the examination, they are not eligible to reapply for the same grade of license for at least 90 days.

**Subject Matter:** The examination will include questions and various drawings on the following subjects:

- ***Miniature Boiler Operator:*** Boiler appliances and auxiliaries; feed-water pumps, fusible plugs, low water alarms, water column, gage glass, tri-cocks, types of valves, pressure regulator, steam gauge, safety valves, low water and over pressure procedure, post of duty, etc.
- ***Low Pressure Boiler Operator:*** The information required for a miniature boiler operator license plus: Low water cutoff, automatic combustion controls, preparation of boilers for inspection, starting and shutting down a boiler' smoke control, flame sensitive devices, fuels, fuel burning equipment, injector, venting of boiler and furnace.
- ***High Pressure Boiler Operator:*** The information required for a low pressure boiler operator license plus, feed-water regulators, steam header and blow-off, valve arrangements and operation, soot blowers, injectors, safety valve requirements and testing.

## Construction Division

**Glenn A. Davis – Chief of Construction**

**CC: Eddie Smith – Supervising Mechanical Inspector**

Megawatt Industries  
Foot of Power Drive  
Detroit, MI 48226

May 8, 2013

Glenn Davis, Chief, Construction Division-Mechanical

Buildings, Safety Engineering & Environmental Department  
408 Coleman A Young Municipal Center  
Detroit, MI 48226

Dear Sir:

Mr/Ms. (entire first name) Doe has been continuously in our refrigeration plant since January 4, 1975 in the classification indicated and in association with the plant equipment as indicated.

Our plant consist of (8) carrier compressor rated at 1,000 tons each and operated at a pressure of 12" to 14" vacuum. These chillers are interconnected in battery. Our refrigerants are R-123 and 134 A.

Mr/Ms. Doe's plant assignments have been operation and maintenance of power plant equipment.

**From 1/4/1965 to 1/25/1967**

Assisted the licensed personnel in the general operation and maintenance of the power plant equipment.

**From 1/26/1967 to 4/19/1971**

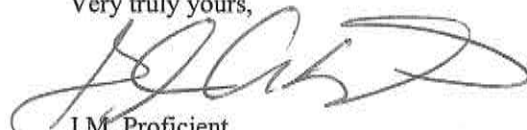
Served as attending operation in the chiller plant after qualifying for and being licensed as a Third Class Refrigeration Operator.

**From 4/19/1971 to present**

Qualified and licensed as a Third Class Refrigeration Operator in Detroit, and assigned as a relief attending operator on the second shift.

We hope this letter will provide the information necessary to supplement our John Doe's application for an Operator License.

Very truly yours,



J.M. Proficient  
Vice President  
Megawatt Industries

Sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_  
Notary Public, Wayne County

**CITY OF DETROIT  
BUILDING, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT  
FOURTH FLOOR, COLEMAN A YOUNG MUNICIPAL CENTER  
DETROIT, MI 48226  
MECHANICAL DIVISION  
EXAMINATION SECTION – Room 404  
TELEPHONE-224-3184**

**MEMORANDUM**

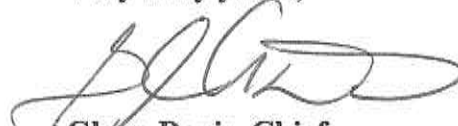
**MAY 8, 2013**

**TO: Employee Submitted Documented Evidence  
On behalf of applicants for Stationary  
Engineer License**

**For the guidance, this sample letter has been developed to provide the minimum information required to substantiate and applicant's experience and therefore his qualifications for a Stationary Engineer examination per Ord. 706-G, Art VI.**

**It is important that the basic information necessary, that is company letterhead, inclusive dates of experience, position held, resume of specific duties, equipment involved and proper notarization of the company official's signature, be included in the letter.**

**Very truly yours,**

A handwritten signature in black ink, appearing to read 'Glenn Davis', written in a cursive style.

**Glenn Davis, Chief**