

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

- | | |
|----------|----------------------------|
| 1 | Name: _____ Lic. No. _____ |
| | Address _____ |
| 2 | Name: _____ Lic. No. _____ |
| | Address _____ |

FOR DEPARTMENT USE ONLY

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

Oral Examination No. _____ Fee \$ _____	Written Examination No. _____ Fee \$ _____	APPLICATION FOR LICENSE AS	Boiler Heating Surface _____ <small>(water tube)</small>	Engine Horsepower _____ <small>(refrigeration)</small>	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 _____
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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

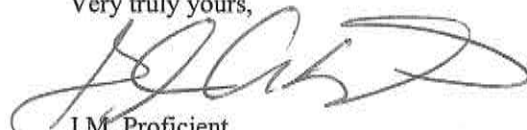
Served as attending operation in the chiller plant after qualifying for and being licensed as a Third Class Refrigeration Operator.

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

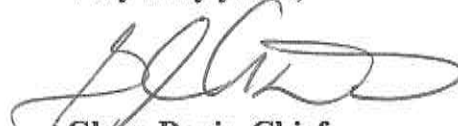
MAY 8, 2013

**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