## PRINT NAME CLEARLY

### 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:

	t <b>ion Type</b> N FOR LICENSE AS (Desig	onate ☑ class of	license for w	hich application is made)									
APPLICATION FOR LICENSE AS (Design Stationary Engineer:		Boiler Ope		Refrigeration Operator:									
1st Class		☐ High Pr		☐ 1st Class									
2nd Clas	SS	☐ Low Pro	essure	2nd Class	Refrigerant(s)								
3rd Clas	☐ 3rd Class			☐ 3rd Class	Refrigerant(s)								
Applica	nt Experience												
	MINER BUILDINGS, SAFE	TY ENGINEERI	NG & ENVI	RONMENTAL DEPARTMEN	NT								
Date:		105											
i nearby res	pectfully apply for LICEN	NSE as		and submit the following	ng statement for	my experience							
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(Application Continues on Next Page)

# PRINT NAME CLEARLY

### APPLICATION FOR TRADE LICENSE

Date of Birth: My physical and mental capacities are:    Have you ever made application for this grade of license in the City of Detroit?   yes   no			formatio	on															
If so, list dates:  What grades of valid Detroit licenses do you now possess?  Expiration dates:  What engineering degree(s) or valid license(s), issued outside of Detroit, do you possess?  Applicant Signature  Print Name:  Signature:  Signature:  Notary Public  Applicant References  We, the undersigned, do certify from our knowledge of the above named  (Applicant Signature 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:  Address  Lic. No.  ATTENTION EXAMINER: APPLICANT MUST SHOW PROPER I.O., ACTIVE LICENSE OR PAPERS  FOR DEPARTIMENT USE ONLY  ATTENTION EXAMINER: APPLICANT MUST SHOW PROPER I.O., ACTIVE LICENSE OR PAPERS	Date of	Birth:				_	My	physic	cal and	ment	al cap	acities	are:		(poor, ra	ır, gooa)			
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Applicant Signature  Print Name: Signature: Signin Presence of Notary Public  Subscribed and sworn to before me this day of 20 A.D. Cour Signature: My commission expires:  Notary Public  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  Name: Lic. No.  Address  FOR DEPARTMENT USE ONLY  ATTENTION EXAMINER: APPLICANT MUST SHOW PROPER I.D., ACTIVE LICENSE OR PAPERS	•		degree(s)	or valid lice	ense(s).	issue	d outs	side of	_		-	ssess?	)						
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Signature:    My commission expires:   My commission expires:	Appli	cant Sig	gnature																
Subscribed and sworn to before me this day of 20 A.D. Cour  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  Name: Lic. No.  Address  FOR DEPARTMENT USE ONLY  ATTENTION EXAMINER: APPLICANT MUST SHOW PROPER I.D., ACTIVE LICENSE OR PAPERS	Print Na	ime:		Applicant	Signature:				SIGN II	N PRESEN	CE OF NOT	ARY PUBL	IC	Date	e:				
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### 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.

J.M. Proficient
Vice President
Megawatt Industries

y of \_\_\_\_\_\_.

Notary Public, Wayne County

Sworn to before me on this \_\_\_\_\_\_ day of \_\_\_\_\_

### 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,

Glenn Davis, Chief