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
- ☐ 2nd Class Refrigerant(s) _____
- ☐ 3rd Class Refrigerant(s) _____

Applicant Experience

TO THE EXAMINER BUILDINGS, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT

Date: _____

I hearby 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		

PRINT NAME CLEARLY

(Application Continues on Next Page)

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: _____ (Applicant) Signature: _____ (SIGN IN PRESENCE OF NOTARY PUBLIC) Date: _____

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

Signature: _____ (Notary Public) **My commission expires:** _____

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

PRINT NAME CLEARLY

Oral Examination No. _____ Fee $ _____

Written Examination No. _____ Fee $ _____

APPLICATION FOR LICENSE AS _____

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 _____

City of Detroit
Buildings and Safety Engineering Department
Fourth Floor, Coleman A. Young Center
Detroit, Michigan 48226
Mechanical/Electrical Inspection Division
Examination Section-Room 408
Telephone: 224-3184

April, 2013

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 and letters of documentation or other documentary evidence shall be submitted by the applicant to the examination office for evaluation, verification and scheduling of examination dates. Notarized letters from company officials on company stationary 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, and proper picture I.D.

Examination: The oral examination for this license is given on every second and fourth Tuesday and Thursday of each month at 8:00 am by appointment only. Fee $95.00. Applicants will be interviewed at 8::00 a.m., the examination beginning at 8:30a.m., punctuality being 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 eh application. A new application and documentation will be required to make a new appointment. The applicant is reminded that if he/she fails the examination, he/she is not eligible to reapply for the same grade of license for at least ninety (90) days.

Subject Matter: The examination will include questions, and various drawings on the following subject:

Miniature Boiler Operator: Boiler appliances and auxiliaries; feedwater pumps, fusible plugs; low water alarms; water column; gage glass; tricocks; types of valves; pressure regulator; steam gage; safety valves; low water and over pressure procedure; post of duty; etc.

Low Pressure Boiler Operator: That 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 sensing devices; fuels; fuel burning equipment; injector; venting of boiler and furnace.
High Pressure Boiler Operator: That information required for a low pressure boiler operator license plus; feedwater regulators, steam header and blow-off valve arrangements and operation; soot blowers, injectors; safety valve requirements and testing.

MECHANICAL/ELECTRICAL INSPECTION DIVISION

Glenn Davis, Chief

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,

Glenn Davis, Chief