



CONTRACTOR LICENSING BOARD

NOEL GRIFFITH, CHAIRMAN; M.J. GERTSCH, VICE-CHAIRMAN;
JOE PATTERSON, MAL BURNSIDE, MIKE METZLER, JASON
STEPHEN, MARK ARCHER, BRENT GROESBECK AND PAUL
POMEROY



Submission Requirements For Class C-1 Journeyman Licenses: (Tested) **(Plumbing, HVAC and Refrigeration are tested licenses)**

CONTRACTOR LICENSE APPLICATIONS-Deadline for submission is the **last working day of the month** prior to the meeting. **Please submit your applications early, so that we have adequate time to get your application on the Board's agenda prior to their meeting.**

JOURNEYMAN LICENSE APPLICATIONS

1. All applications must be completed on the form provided. The individual completing the Journeyman License Application will be required to show successful completion of the appropriate ICC National Standard exam OR the Wyoming (WAM) exam. (Plumbers must pass the Journeyman Plumber **With Gas** exam). The application asks for references from individuals who can give a positive reference regarding the individual signing the application.
2. **You need to provide a detailed list of your personal HANDS ON experience. The Board wants to see your detailed hands on field experience and specific type of work you have actually performed.** List specific jobs and what you did on those jobs. For example: If you are applying for a plumbing license, tell the Board all the duties you performed as a plumber, the types of materials you have worked with and the kinds of plumbing/gas systems you have installed. If you are currently an apprentice and are now applying for a journeyman license, you must provide the following items:
 1. A letter from each of your previous/current employer(s) stating the date you were hired and the date you left and that their training program did not exceed a ratio of two (2) apprentices to each Journeyman/Master.
 2. A letter from you current employer stating the date you were hired and the date you left and that their training program did not exceed a ratio of two (2) apprentices to each Journeyman/Master **AND** that you have satisfied the time and training requirements and are eligible to apply to the Board for Journeyman licensing.

OR, you must provide a Bureau of Apprenticeship and Training certificate.
3. **Attendance to the Licensing Board meeting is required in accordance with Section 13.1 of the Contractor Licensing Board & Regulations. If you are not at the meeting to answer any questions the Board may have pertaining to your application/experience, your application may be denied.** If your license is denied by the Board, you will have to fill out a new application and pay a new application fee of \$50.00. The meetings are held in City Council Chambers at 10:00 A.M. the second Tuesday of each month.
4. Individual Journeyman License Applications must be accompanied by full fees.
5. **You must submit 12 copies of your contractor license applications, your Journeyman application and your detailed hands on experience.**

The Contractor Licensing Regulations are attached. It is important that you read and become familiar with them.



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CLASS C-1 JOURNEYMAN LICENSE APPLICATION (\$80) (Tested)
(Plumbing, HVAC, Refrigeration)

INCOMPLETE APPLICATIONS WILL BE REJECTED. IF THE BOARD DENIES YOUR LICENSE, YOU WILL HAVE TO FILL OUT A NEW APPLICATION AND PAY A RE-APPLICATION FEE OF \$50.00

Specify type of C-1 Journeyman License: (Plumbing, HVAC, or Refrigeration) _____

Applicant's Name: _____ Phone #: (____) _____

Last First M.I.

Physical Address: _____

Street City State Zip

Mailing Address: _____

Street or P.O. Box City State Zip

Applicant Email Address (Optional): _____

Licensed C-1 Applicant is working for: _____

Practical Experience

A minimum **four (4) years comprehensive, hands on experience** as an apprentice is required in order to obtain a journeyman license. **Applicant shall attach documentation necessary to demonstrate applicant has satisfied the minimum requirements.** (Refer to submission requirements for additional information). You must show your time as an apprentice and/or a journeyman (if applicable). Applicants for Journeyman level refrigeration shall also provide documentation of possessing a current certification of refrigerant reclamation.

You must complete the following information in addition to attaching your statement of experience.

Name & Address of Companies you worked for.	Total Time you worked for them in: Years and Months

Personal References

Any individual, other than a relative, who can give you a favorable reference.

Name: _____	Name: _____
Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____

Questionnaire

- 1. As the applicant, are you familiar with the Cheyenne Contractor Licensing Regulations and Ordinance that are involved with this type of license and feel that you can comply with them? Yes____ No____
- 2. As the applicant, are you familiar with the applicable Building and Related Codes required to apply for this license? Yes____ No____
- 3. Have you ever had a construction related license in another jurisdiction? Yes____ No____
If yes, list the location and the type of license. (Submit copies of the licenses if you have them.)_____
- 4. Have you ever been denied a license? Yes____ No____
If yes, state date, reason and jurisdiction of denial._____
- 5. Have you ever had a construction related license suspended or revoked? Yes____ No____
If yes, give reason for suspension or revocation date, and jurisdiction. _____

I, as applicant, hereby certify that the statements in this application are true and correct to the best of my knowledge and belief. I understand that false statements or willful omission of pertinent information will be grounds for denial or revocation of a license.

If, for any reason, you do not obtain a license, you must submit a written request for a refund, within sixty (60) days of the Board’s action, or forfeit all fees.

TO BE SIGNED IN THE PRESENCE OF NOTARY

Applicant’s Name:
(Printed): _____

Applicant’s
Signature: _____

Applicant acknowledges:
 a) Receipt of Contractor Licensing Regulations,
 b) This license expires one (1) year from date of issue,
 c) It is my responsibility to renew this license prior to expiration.

Date: _____

State of _____

County of _____

On _____, 20____, _____

personally appeared before me, whose identity I proved on the basis of: _____

to be the signor of this instrument, and he/she acknowledged that he/she signed it.

Notary Public: _____

My commission expires: _____

(Seal)

Office Use Only

Received By: _____ Date: _____

FEE PAID []Cash []Check (No.) []Credit Card Amount: _____ Receipt No.: _____

Approved By: _____, Chairman Date: _____

License Number: _____ Date issued: _____