



# City of Casper

Incorporated 1889  
Casper, Wyoming 82601

DIRECTOR  
COMMUNITY DEVELOPMENT DEPARTMENT  
200 NORTH DAVID STREET  
PHONE (307) 235-8241  
WWW.CASPERWY.GOV

## APPLICATION FOR LICENSE

APPLICATIONS ARE REVIEWED BY THE CONTRACTOR'S BOARD OF LICENSE AND APPEALS. THESE MEETINGS ARE HELD ON THE THIRD THURSDAY OF EACH MONTH, AND THE APPLICATION IS DUE TEN (10) DAYS BEFORE THE MEETING DATE. INDIVIDUAL APPLICATIONS MUST BE APPROVED BY THE CONTRACTOR'S BOARD BEFORE TESTING IS PERMITTED OR SUBMITTAL OF WRITTEN PROOF OF HAVING PASSED AN APPROVED TEST FROM ANOTHER JURISDICTION. INDIVIDUALS MUST HAVE A SCORE OF SEVENTY-FIVE PERCENT (75%) OR GREATER FOR A PASSING GRADE. ALL INDIVIDUALS APPLYING FOR A CONTRACTOR'S LICENSE MUST SHOW PROOF OF \$100,000 PERSONAL INJURY AND \$300,000 PROPERTY DAMAGE LIABILITY INSURANCE AS MINIMUMS.

THIS LICENSE APPLICATION IS FOR ALL INDIVIDUALS APPLYING TO BECOME LICENSED IN THE FOLLOWING AREAS: BOILER OPERATORS; GAS FITTERS; APPRENTICE, JOURNEYMAN, AND MASTER LEVELS FOR ALL MECHANICAL AND PLUMBING LICENSES; MOBILE HOME INSTALLERS; UTILITY INSTALLERS; AND WATER CONDITIONING CONTRACTORS.

ALL INDIVIDUALS APPLYING FOR A JOURNEYMAN LEVEL LICENSE MUST SHOW PROOF OF FOUR (4) YEARS OF EXPERIENCE, AND ALL MASTER LEVEL LICENSE MUST SHOW PROOF OF FIVE (5) YEARS OF EXPERIENCE AS A LICENSED JOURNEYMAN OR NINE (9) YEARS OF TOTAL EXPERIENCE. ALL PLUMBING AND MECHANICAL CONTRACTORS MUST EMPLOY A FULL-TIME MASTER AS A QUALIFYING INDIVIDUAL FOR THE CONTRACTOR LICENSE.

ALL INDIVIDUALS APPLYING FOR LOW PRESSURE BOILER OPERATORS MUST SHOW THREE (3) MONTHS EXPERIENCE, HIGH PRESSURE BOILER OPERATORS TWO (2) YEARS EXPERIENCE, UTILITY INSTALLERS ONE (1) YEAR OF EXPERIENCE, AND GAS UTILITY INSTALLER FOUR (4) YEARS OF EXPERIENCE.

## FEES FOR NEW AND RENEWAL OF LICENSE

	NEW	RENEWAL
MECHANICAL & PLUMBING CONTRACTORS	\$300.00	\$ 75.00
MASTER	\$ 75.00	\$ 37.50
JOURNEYMAN	\$ 25.00	\$ 15.00
APPRENTICE	\$ 3.00	\$ 3.00
MOBILE HOME CONTRACTOR	\$150.00	\$ 75.00
MOBILE HOME INSTALLER	\$ 15.00	\$ 15.00
WATER TREATMENT CONTRACTOR	\$150.00	\$ 75.00
HIGH PRESSURE BOILER OPERATOR	\$ 20.00	\$ 10.00
LOW PRESSURE BOILER OPERATOR	\$ 10.00	\$ 5.00
GAS FITTER	\$ 10.00	\$ 5.00
UTILITY CONTRACTOR	\$150.00	\$ 75.00
UTILITY INSTALLER	\$ 25.00	\$ 15.00

APPLICATION FOR EXAMINATION  
CITY OF CASPER  
LICENSING AND APPEALS BOARD

PLEASE RETURN OR MAIL TO:

CITY OF CASPER  
COMMUNITY DEVELOPMENT  
200 NORTH DAVID  
CASPER, WYOMING 82601

TO THE LICENSING AND APPEALS BOARD:

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR EXAMINATION, WITH A VIEW TO  
BEING REGISTERED AS A \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS IF APPLICABLE

1. AGE: \_\_\_\_\_

2. ARE YOU CURRENTLY LICENSED UNDER ANOTHER GOVERNMENTAL JURISDICTION?

TYPE OF LICENSE \_\_\_\_\_

CITY AND STATE OF LICENSE \_\_\_\_\_

3. WHERE DID YOU SERVE YOUR APPRENTICESHIP?

EMPLOYER

CITY

TIME OF EMPLOYMENT

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4. WHERE DID YOU WORK AS A LICENSED JOURNEYMAN?

EMPLOYER

CITY

TIME OF EMPLOYMENT

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5. IF CURRENTLY A MASTER UNDER ANOTHER JURISDICTION, WITH WHOM ARE YOU EMPLOYED?

EMPLOYER

CITY

TIME OF EMPLOYMENT

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6. WHO WAS YOUR LAST EMPLOYER?

EMPLOYER

CITY

TIME OF EMPLOYMENT

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7. DATE OF TERMINATION: \_\_\_\_\_

8. CURRENT EMPLOYER:

EMPLOYER

CITY

TIME OF EMPLOYMENT

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**AFFIDAVIT**

APPLICANTS MUST SUBMIT AFFIDAVITS TO CERTIFY ALL TIME AND EXPERIENCE. THESE AFFIDAVITS MUST BE WRITTEN ON COMPANY STATIONERY OR YOU MAY USE THE ATTACHED AFFIDAVIT. ALL APPLICANT'S AFFIDAVITS MUST BE NOTARIZED.

**NOTARIZED AFFIDAVIT**

NAME OF APPLICANT: \_\_\_\_\_  
(PRINT)

IS APPLYING TO THE LICENSING AND APPEALS BOARD OF THE CITY OF CASPER,  
WYOMING, TO BECOME A LICENSED \_\_\_\_\_  
(TYPE OF LICENSE)

\_\_\_\_\_, BEING DULY SWORN ON HIS OATH,  
(NAME OF PERSON SUPPORTING AFFIDAVIT)  
DEPOSES AND SAYS:

1. THAT HE HAS KNOWN THE APPLICANT FOR \_\_\_\_\_ YEARS.
2. APPLICANT WAS EMPLOYED BY \_\_\_\_\_  
(FIRM NAME)  
FROM \_\_\_\_\_ TO \_\_\_\_\_  
AS \_\_\_\_\_ AND PERFORMED THE FOLLOWING DUTIES:

(DESCRIBE FULLY THE DUTIES AND WORK PERFORMED): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME OF SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME HIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES:

## EXPERIENCE AND EXAMINATION CRITERIA

The following is the experience criteria, and all examinations require a seventy-five percent (75%) minimum score for passing. Notarized affidavits are required if prior experience is claimed.

1. No examinations are required for any apprentice classification.
2. MASTER Plumber or Mechanical  
Applicant must have proof of completion of apprentice training or the equivalent of four (4) years experience in a licensed shop. An additional five (5) years as a journeyman or master under a recognized licensing authority of a state or municipality having similar licensing requirements to the City of Casper is required.
3. JOURNEYMAN Plumber or Mechanical  
Applicant must have proof of completion of apprentice training or the equivalent of four (4) years experience in a licensed shop under a recognized licensing authority of a state or municipality having similar licensing requirements to the City of Casper
4. LOW-PRESSURE Boiler Operator  
Shall have not less than three (3) months of full-time experience in the operation of a boiler in this classification.
5. HIGH-PRESSURE Boiler Operator  
Shall have not less than two (2) years of full-time experience in the operation of a boiler and steam driven machinery under the supervision of a person holding a valid license.
6. UTILITY Installer  
Shall have one (1) year of experience in the utility contracting trade or with a licensed plumber.
7. GAS UTILITY Installer  
Applicant must have proof of completion of apprentice training or the equivalent of four (4) years experience working at the trade of installation of gas appliances, except for water heaters and boilers for a gas utility company or a licensed mechanical contractor.

Any person who fails to pass an examination may apply for re-examination after thirty (30) days. Should such person fail the exam a second time, the Board may reuse a third application under the expiration of six (6) months. Such person shall not work in the trade for the intervening time.

**CITY OF CASPER  
LICENSING & BOARD OF APPEALS  
MEETINGS AND SUBMITTAL DEADLINES**

Regular meetings are held on the following dates at 4:00 p.m. in the Downstairs Meeting Room of Casper City Hall, 200 North David Street, Casper, Wyoming.

All applications shall be submitted to the Community Development Department by the application submittal deadline. The Licensing Board will then consider the application at its regular meeting held the third Thursday of each month.

<b>Application Submittal Deadline</b>	<b>Licensing &amp; Board of Appeals Regular Meeting Dates</b>
January 7, 2014	January 16, 2014
February 11, 2014	February 20, 2014
March 11, 2014	March 20, 2014
April 8, 2014	April 17, 2014
May 6, 2014	May 15, 2014
June 10, 2014	June 19, 2014
July 8, 2014	July 17, 2014
August 12, 2014	August 21, 2014
September 9, 2014	September 18, 2014
October 7, 2014	October 16, 2014
November 11, 2014	November 20, 2014
December 9, 2014	December 18, 2014