

CITY OF READING, PENNSYLVANIA MECHANICAL TRADE LICENSE APPLICATION FORM

COMPLETE THIS FORM (PRINT IN INK OR TYPE). ATTACH REQUIRED DATA FOR REVIEW.

NAME: _____ DATE OF BIRTH _____
ADDRESS: _____ ZIP CODE: _____
CITY/TOWN: _____ STATE: _____
AREA CODE: _____ TELEPHONE: _____ EMAIL ADDRESS: _____

FOR WHICH LICENSE ARE YOU APPLYING?

- ☼ MAST MECH HEATING CONT LIC – (A)90.00
- ☼ MAST MECH HEATING CONT RECIP LIC - (A)(R)190.00
- ☼ JOURN MECH INSTALLER LIC – (A)50.00
- ☼ JOURN MECH RECIP LIC – (A)(R)150.00
- ☼ MECH RETIRED LIC – SEE “Mechanical-Retired license”

RECIPRICAL AMOUNT INCLUDES A ONE-TIME RECIPRICATION FEE(R) AND THE COST FOR THE ANNUAL FEE(A).

EMPLOYER: _____ FROM: _____ TO: _____
ADDRESS: _____ PHONE#: _____
NAME AND LICENSE NUMBER OF MASTER OR CONTRACTOR _____

EMPLOYER: _____ FROM: _____ TO: _____
ADDRESS: _____ PHONE#: _____
NAME AND LICENCE NUMBER OF MASTER OR CONTRACTOR: _____

HAVE YOU BEEN TESTED PRIOR TO THIS APPLICATION? _____ DATE & PLACE _____
DO YOU CURRENTLY HOLD ANY ABOVE LICENSE IN A FIRST, SECOND, OR THIRD CLASS CITY?
(CIRCLE) YES NO
IF YES, SPECIFY TYPE OF LICENSE AND WHERE IT WAS ISSUED _____
PLACE _____ DATE _____

**EXAMS CAN BE TAKEN THROUGH THE ICC WEBSITE- <https://www.iccsafe.org/certification-exam-catalog/>
ICC MASTER EXAM# F29-N ICC JOURNEYMAN EXAM# F31-N**

AFFIDAVIT/SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____ 20_____
SIGNATURE IN INK OF PERSON ADMINISTERING OATH: _____
MY COMMISSION EXPIRES: _____ MUNICIPALITY: _____ COUNTY: _____
APPLICANT SIGNATURE IN INK: _____

ANY FRAUDULENT INFORMATION PROVIDED WILL VOID THE ENTIRE APPLICATION

Trades License Application Guide:

1. Complete all information on the application that applies to the type of license you are applying for.
2. Attach a copy of your current driver license.
3. Attach all required documents needed to verify your qualifications for the type of license you are applying for.
4. If applying for a reciprocal license, attach a copy of the state or municipality's current license requirements/qualifications. All reciprocal licenses submitted must be from a first, second or third class city, of the United State of America.

City of Reading Mechanical Trade License Requirements:

Mechanical-Heating Contractor:

All applicants for a mechanical contractor license shall:

- (a) Hold a valid mechanical journeyman license.
- (b) Shall have been employed as a mechanical journeyman by a registered mechanical contractor for at least two years.
- (c) Must successfully pass the International Code Council (ICC) **F29-N-Master Mechanical Exam** or subsequent ICC national master mechanical exam.. A copy of passing results must accompany the mechanical license application.

Mechanical-Installer license:

All applicants for a mechanical journeyman license shall:

- (a) Be employed by a registered mechanical contractor and registered with the Pennsylvania Bureau of Apprenticeship Training, Department of Labor.
- (b) He shall have completed at least four years of approved apprenticeship training, been instructed in subjects related to the trade not less than 216 hours per year during the four-year apprenticeship and have been approved by the local apprenticeship committee according to National Apprenticeship Standards, or while employed by a registered mechanical contractor and registered with an apprenticeship training program comparable to the foregoing program, he shall have completed at least four years of approved apprenticeship training in such program, or he shall have served an apprenticeship of not less than eight years under the supervision of a registered mechanical contractor.
- (c) Must successfully pass the International Code Council (ICC) **F31-N-Journeyman Mechanical Exam** or subsequent ICC national journeyman mechanical exam. A copy of passing results must accompany the mechanical license application.

Mechanical-Reciprocal license:

A reciprocal license may be issued if the applicant holds an equivalent license from a first, second, or third class city of the United States, issued by an equivalent board of examiners, whose qualifications and standards are equal to that of the City of Reading, Pennsylvania, and shall have paid to the prescribed fee pursuant to a written application.

Mechanical-Retired license:

- (a) All licensees, upon retirement from business, shall surrender said license to the Code Service Division of the City of Reading, Pennsylvania. Upon written request to the Plumbing Board, a license covered under this code may be fully reinstated within a period of five years of retirement without reexamination.
- (b) If the holder of a retired license wishes to reactivate a retired license within a five-year period, the full fee must be paid for the years that the license was retired. All requests for reactivation must be made in writing to the Plumbing Board.
- (C) All persons reactivating a retired license after the fifth year of retirement shall be required to pass an examination administered by the Plumbing Board.

CITY OF READING - MECHANICAL TRADE LICENCE RECIPROCITY AS OF 7/7/2023

CITY OF HARRISBURG	RECIPROCITY
CITY OF PHILADELPHIA	RECIPROCITY
CITY OF SCRANTON	RECIPROCITY
CITY OF LANCASTER	RECIPROCITY
CITY OF PITTSBURGH	RECIPROCITY

MOST, IF NOT ALL, SURROUNDING STATES WITH A STATE LICENSE.