

# 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).**

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

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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**. 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) **G16Y-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

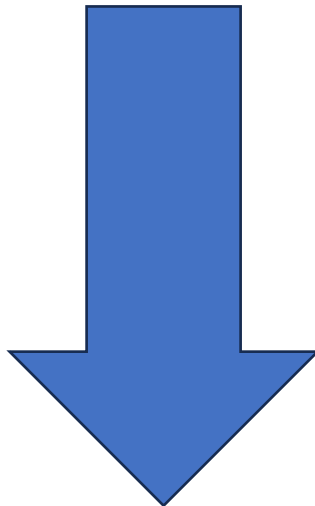
MOST, IF NOT ALL, SURROUNDING STATES WITH A STATE LICENSE.

When form is completed you can either email or print and send by ground mail with any and/or all attachments included to:

Email: [Janette.Melendez@readingpa.gov](mailto:Janette.Melendez@readingpa.gov)

Ground Mail: 815 Washington St. Reading, Pa. 19601 c/o Building and Trades

**SEE EXAMPLE  
FORMS OF  
ACCEPTABLE  
VERIFICATION OF  
PASSING RESULTS  
BELOW**





# INTERNATIONAL CODE COUNCIL

*The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:*

## Plumbing Plans Examiner

*Given this day April 19, 2021*

Certificate No.



**Michael Wich, CBO**  
President, Board of Directors



**Dominic Sims, CBO**  
Chief Executive Officer





**OFFICIAL RESULTS REPORT**



211 - Pennsylvania (Philadelphia)  
Standard Master Electrician

Name: [REDACTED]

Candidate ID: [REDACTED]

Address: [REDACTED]

Date: 11/7/2018

[REDACTED]

**EXAMINATION RESULT: PASS**

**Congratulations! You have passed the above-named examination. You will be able to verify your pass status on the ICC website within 48-72 business hours after your exam. Please contact your participating jurisdiction if you wish to pursue licensing.**

A passing score on this examination satisfies the testing requirements for licensure only, and does not guarantee that licensing will be granted. The candidate must also satisfy all local ordinance requirements in each jurisdiction where licensing is desired.

It is extremely important that you notify Pearson VUE and ICC of any changes in name and/or address to avoid the possibility of future correspondence not being received. Please contact both Pearson VUE at 877-234-6082 and ICC at 888-422-7233 ext. 5524 with changes to your name and address.

ICC reserves the right to amend or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity.

*The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at: [www.PearsonVUE.com/authenticate](http://www.PearsonVUE.com/authenticate)*

*Digital embossing eliminates the possibility of unauthorized embossing of counterfeit score reports.*

Registration Number: [REDACTED]

Validation Number: [REDACTED]

ICC Credentialing  
900 Montclair Road  
Birmingham, Alabama 35213  
Tel: 888-icc-safe [422-7233]  
Fax: 205-905-7096  
[www.iccsafe.org](http://www.iccsafe.org)



To:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** ICC Credentialing  
**Date:** August 02, 2023  
**Candidate ID:** [REDACTED]  
**Subject:** July 31, 2023 Administration

**Examination:** Journeyman Electrician

Congratulations! You have achieved a passing score on this examination administration. Your passing status has been added to the Official Pass List on the ICC website at [www.iccsafe.org](http://www.iccsafe.org). **Please contact the participating jurisdictions if you wish to pursue licensing.**

A passing score on this examination satisfies the testing requirements for licensing only and does not guarantee that licensing will be granted. The candidate must also satisfy all local ordinance requirements in each jurisdiction where licensing is desired.

Thank you,  
ICC Credentialing