



Jefferson County Code Enforcement
Building Division
P.O. Box 100
Hillsboro, MO 63050
(636) 797-5310

Email: BuildingPermits@jeffcomo.org

The following is required to apply for a Mechanical Contractors License in Jefferson County:

1. A contractor applying for a mechanical license must demonstrate that at least one (1) employee is at least twenty-one (21) years of age, and has passed the approved exam for a master mechanical license with a score of seventy percent (70%) or greater within the past six (6) years (Please refer to the ICC website <https://www.iccsafe.org/certification-exam-catalog/> for qualifying exams) and satisfies one (1) of the following experience requirements:
2. A graduate of a mechanical trade school and has at least four (4) years of practical experience in mechanical work or has had at least one (1) year of practical experience in planning, laying out, supervising and installing mechanical appurtenances within or adjacent to any structure; **OR**
3. At least six (6) years of experience in installing, altering or repairing mechanical systems. In lieu of experience, credit may be allowed for each year of successful completion of a bona fide trade school if the majority of courses taken by the applicant were primarily directed at education in the mechanical industry. No credit shall be granted for experience gained while doing work that is ordinarily incidental to the mechanical industry or for any experience gained illegally; **OR**
4. A graduate of any two (2) year bona fide trade school or technical college and has had four (4) years of practical experience in an occupation or business governed by the Building Code. Both education and experience shall be in the mechanical trade; **OR**
5. A degree in mechanical engineering from an accredited college or university and two (2) years of experience in design, installation and planning of mechanical systems.

Current Submittal Requirements

- One digital front facial view photograph.
- License and Permit Bond in the amount of \$25,000 with Jefferson County as the obligee.
- Certificate of liability insurance with a ten (10) day cancellation clause and a One million dollar (\$1,000,000.00) aggregate limit and two hundred fifty thousand dollars (\$250,000.00) per occurrence limit. **The certificate must show Jefferson County as certificate holder.**
- \$30.00 nonrefundable Application fee.
- Copies of any/all of your current Mechanical licenses held in other counties or municipalities.
- There will be a \$150.00 fee payable upon approval of your Contractor's license by the Code Official.

**** Jefferson County Resident ****Submit proof of paid Personal Property Tax, Real Estate Tax, Business Property Tax, and Business Real Estate Tax (if applicable).



**JEFFERSON COUNTY, MISSOURI
MECHANICAL CONTRACTOR REGISTRATION**

Applicant _____ Date of Application _____
Address _____ Home Phone _____
Name of Company _____
Business Address _____
Business Phone _____ Business Fax _____
Number of years in business _____ Email Address _____

RECORD OF EXPERIENCE
List at least six (6) years of experience beginning with present:

FROM	TO	COMPANY	SUPERVISOR	PHONE#
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Are you currently licensed as a mechanical contractor in any other jurisdiction? Yes () No ()
If licensed, where? _____ License # _____
Number of years licensed _____ Are you bonded? Yes () No ()

Misstatement of any kind on this application may invalidate this application or result in revocation of applicant's license.

I, _____, hereby swear all facts stated above are true.
(please print clearly)

(Signature) Date: _____

OFFICE USE ONLY

- Application received _____ Paid Fee of \$ _____ Receipt# _____
- \$25,000.00 indemnifying Bond Received _____
- Bonded Under _____
- Test Number _____ Test Score _____
- Approved Certification Number _____
