



TRADE LICENSE – APPLICATION FOR EXAMINATION
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Applicant	Date
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Mailing Address	City, State, Zip
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Telephone	Fax	Email
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Current Employer

Mailing Address	City, State, Zip
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Telephone	Fax	Email
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I would like to take the examination for License as:

- | | | |
|--------------------|-------------------------|----------------------|
| Master Plumber | Journeyman Electrician | Mechanical Installer |
| Journeyman Plumber | Residential Electrician | Sign Contractor |
| Master Drainlayer | Electrical Maintenance | Master Electrician |

Note: Plumbing Fixture Installer and Construction Contractor are not subject to examination or experience requirements. The City reciprocates electrical licenses as required by RSMo 67.275

CERTIFICATION

_____	_____
Applicant Signature	Date

Applicant Printed Name	

For Office Use Only

Staff Approval: _____

Date of Examination: _____

Examination Results: _____



TRADE LICENSE – BACKGROUND QUALIFICATIONS – EMPLOYMENT

CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Employer Business Name		Employer Contact Name
Mailing Address		City, State, Zip
Telephone	Fax	Email

The remainder of this form to be completed by Employer

Dates of Employment

Description of Job Duties

Employer Signature

Date

Employer Printed Name

State of

County of

Subscribed and sworn to be before this _____ day of _____, 20____.

Notary Public Signature

Typed Name of Notary Public

My Commission Expires:



TRADE LICENSE – BACKGROUND QUALIFICATIONS – EDUCATION

CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Name of School	Type of Degree or Certificate
Street Address	City, State, Zip
Telephone	
Dates Attended	
Courses of Study (Attach a copy of school transcripts for any schooling submitted as qualifications):	

**CITY OF CAPE GIRARDEAU
TRADE LICENSE
APPLICATION FOR EXAMINATION INFORMATION SHEET**

1. Complete the Application for Examination.
2. Complete the top portion of the Background Qualifications for Employment sheet for your current employer and previous employers, equaling at least four (4) years of experience. The lower portion of the sheet is required to be completed and signed by your employer, and notarized. **Please note: only work experience performed after the age of 18 is admissible.**

If you are self-employed, submit one or more of the following items:

- a) A notarized letter from the City Clerk in the cities in which you are licensed, stating the type of license held, how long you have held the license, the requirements for obtaining the license, and a copy of the license.
 - b) A notarized letter from the Building Official's office stating how long you have obtained permits and requested inspections, as well as the type of work you have performed.
 - c) Notarized letters from companies, businesses or individuals that have hired you for projects.
3. Complete the Background Qualifications for Education sheet and include a copy of your transcript. If you previously passed a Prometric, Experior or Block and Associates Test, provide documentation of passing the test. You may be exempt from testing, contingent upon the sponsoring municipality reciprocating your license.

Please direct any questions regarding the application or application process to Dianna Barnes, 573-339-6327.

**CITY OF CAPE GIRARDEAU
TRADE LICENSE
MINIMUM QUALIFICATIONS REQUIRED**

Below is a summary of the minimum qualifications required to take the requested exam. Additional information may be found in Sections 15-426 through 15-430 of the City's Code of Ordinances.

MASTER PLUMBER

One (1) year of experience as a licensed Journeyman Plumber; or hold a degree in engineering from an accredited college or university and two (2) years of experience in the design, planning and installation of plumbing systems; or completion of a two (2) year course in practical plumbing, structure drainage and structure ventilation at a recognized trade or technical school and four (4) years' experience in the design, planning and installation of plumbing systems. The applicant shall also possess the ability to direct other persons in the performance of plumbing work and shall be skilled in planning, designing and installing plumbing fixtures and facilities.

JOURNEYMAN PLUMBER

Four (4) years of experience in plumbing. The City Manager may waive two (2) years of experience if an applicant has a two (2) year degree from a certified technical school, college or university, or the City Manager may waive the entire four (4) years' experience requirement if the applicant has a four (4) year degree from a certified technical school, college or university.

MECHANICAL INSTALLER

Four (4) years' experience in mechanical installation. The City Manager may waive two (2) years of experience if an applicant has a two (2) year degree from a certified technical school, college or university, or the City Manager may waive the entire four (4) years' experience requirement if the applicant has a four (4) year degree from a certified technical school, college, or university.

MASTER DRAINLAYER

Three (3) years of experience in drainlaying. The City Manager may waive two (2) years of experience if an applicant has a two (2) year degree from a certified technical school, college or university, or the City Manager may waive the entire three (3) years' experience requirement if the applicant has a four (4) year degree from a certified technical school, college or university.

MASTER ELECTRICIAN

One (1) year of experience as a licensed Journeyman Electrician; or hold a degree in engineering from an accredited college or university and two (2) years of experience in the design, planning and installation of electrical systems; or completion of a two (2) year course in practical electrical installation at a recognized trade or technical school and four (4) years' experience in the design, planning and installation of electrical systems. The applicant shall also possess the ability to direct other persons in the performance of electrical work, and shall be skilled in planning, designing and installing electrical fixtures and facilities.

JOURNEYMAN ELECTRICIAN

Four (4) years of experience in electrical installation. The City Manager may waive two (2) years of experience if an applicant has a two (2) year degree from a certified technical school, college or university, or the City Manager may waive the entire four (4) years' experience requirement if the applicant has a four (4) year degree from a certified technical school, college or university.

RESIDENTIAL ELECTRICIAN

Four (4) years of experience in electrical installation in residential units. The City Manager may waive two (2) years of experience if an applicant has a two (2) year degree from a certified technical school, college or university or the City Manager may waive the entire four (4) years' experience requirement if the applicant has a four (4) year degree from a certified technical school, college or university.

ELECTRICAL MAINTENANCE

Three (3) years of experience in electrical maintenance.

SIGN CONTRACTOR

Three (3) years of experience in the installation of electrical signs.