



Date	_____
Tracking Number	_____

TRADE LICENSE APPLICATION

Please review the Trade License Checklist to determine what documents you need to bring with you.

Application Type New Change of Address Renewal for (check one): One Year _____ Two Years _____

If renewal, what is your current license number(s)? #: _____ #: _____

LICENSE TYPE (Please indicate what you are applying for)

MECHANICAL

Class "A" AC/ Refrigeration Contractor	Active	Inactive
Class "A" Master Gasfitter	Active	Inactive
Class "B" Journeyman Mechanic	Active	
Class "B" Journeyman Gasfitter	Active	

ENGINEER (only fill out the applicant and business information and sign)

First Class Operating Engineer's Certificate	Active	Inactive
Second Class Operating Engineer's Certificate	Active	
Third Class Operating Engineer's Certificate	Active	
Hoisting and Portable Engineer's Certificate	Active	

ELECTRICAL

Class "A" Electrical Contractor	Active	Inactive
Class "D" Journeyman Electrician	Active	
Class "C" Maintenance Electrician	Active	
Class "E" Electrician Trainee	Active	

APPLICANT INFORMATION

Applicant Name _____

Applicant Address _____

City _____ State _____ Zip _____

Home Phone () _____ Cell () _____ Email _____

Date of Birth _____ Age _____ SSN _____

Please bring a copy of each document below AND write the number(s)

LA General Sales Tax Number _____ Federal ID Number _____

State ID Number _____ Driver's License Number _____

City of New Orleans Certificate of Registration Number(s) _____

Parish Occupational License Number _____

Yes No Are you currently employed? If yes, complete the following:

How long have you been involved in A/C / Refrigeration? Years Experience _____

How long have you been involved in Gas Fitting? Years Experience _____

How long have you been involved in Electrical work ? Years Experience _____



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EMPLOYER/COMPANY INFORMATION

Applicant/License Holder Name _____

Employer/Company Name _____

Employer/Company Address _____

City _____ State _____ Zip _____

Employer/Company Phone () _____ Cell Phone Number () _____

EXAMINATIONS

I Passed the ICC Contractor's Examination
(Check all that apply)

ELECTRICAL

- "A" Electrical Contractor
- "C" Maintenance Electrician
- "D" Journeyman Electrician

I passed the Examination administered by the Louisiana State Licensing Board for contractors under Section V (statewide only). (For Electrical License)

MECHANICAL

- "A" AC/ Refrigeration
- "A" Master Gasfitter
- "B" Journeyman Mechanic
- "B" Journeyman Gasfitter

I passed the Examination administered by the Louisiana State Licensing Board of Contractors under Section VI (statewide only). (For Mechanical License)

If you are applying for license without examination you must comply with the following:

(For Mechanical) I'm actively licensed by the City or State of _____ as a _____ and I'm applying to the City of New Orleans AS PER Article 141 (Mechanical) 111.6.1 (Fuel Gas of the 2006 Amendments). (This item is to be verified and approved by the Division Chief.)

(For Electrical) I'm actively licensed by the City or State of _____. I'm applying to the City of New Orleans as per Article 2712.1. (This item is to be verified and approved by the Division Chief.)

- NOTE: 1. License will expire on your birthday.
 2. License lapsed for two (2) years will require retesting.
 3. City of New Orleans requires you to register your out of Parish Occupational license with the Department of Revenue - Room 1W15 (504) 658-1655. Please refer to the checklist for Class A Master requirements.

NOTE: (For First, Second, and Third Class Operating Engineer' s Only):
 For renewal applications, please attach expired certificate with two current passport sized photographs.

NOTE: Class E License is valid for a 5-year period. After the 5 years, you must take the Class D Journeyman examination.



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FEES

	Initial License Type Fees			(Delinquent Fee Per Month, effective day after your birthday)
Mechanical	Class A A/C & Refrigeration (\$110 fee to make active, if inactive)	Active	\$110.00	\$10.00
		Inactive (letter required)	\$25.00	\$10.00
	Class A Master Gasfitter (\$110 fee to make active, if inactive)	Active	\$110.00	\$10.00
		Inactive (letter required)	\$25.00	\$10.00
	Class B - Journeyman Mechanic	Active	\$55.00	\$5.00
	Class B - Journeyman Gasfitter	Active	\$55.00	\$10.00
Electrical	Class A Electrical Contractor (\$125 fee to make active, if inactive)	Active	\$125.00	\$10.00
		Inactive (letter required)	\$30.00	\$10.00
	Class C Maintenance Electrician	Active	\$60.00	\$5.00
	Class D Journeyman Electrician	Active	\$60.00	\$5.00
	Class E Electrician Trainee	Active	\$30.00	\$5.00
Engineer	First Class Operating Engineer's Certificate	Active	\$55.00	
		Inactive	\$25.00	
		Duplicate	\$55.00	
	Second Class Operating Engineer's Certificate	Active	\$40.00	
		Duplicate	\$40.00	
	Third Class Operating Engineer's Certificate	Active	\$35.00	
		Duplicate	\$35.00	
	Hoisting and Portable Engineer's Certificate	Active	\$25.00	
Delinquent		\$5.00		

ACKNOWLEDGMENTS

As a condition of being granted a license from the Department of Safety and Permits, I hereby certify that all of the above questions have been answered to the best of my knowledge and are true and correct and I fully understand that any misstatement will cause my license if granted to become null and void. I hereby agree to comply with all Administrative Code Provisions and Department Rules and Regulations. I will keep the Division advised of any employment change. I also declare that I will observe all code regulations as they apply to my license. A person who give or offers a bribe to any employee of the City of New Orleans or any employee who takes or solicits a bribe, is guilty of a felony punishable by imprisonment a fine, or both.

Applicant Name (print) _____

Applicant Signature _____ Date _____