



NEW TRADE LICENSE CHECKLIST - A/C & REFRIGERATION

Before your license can be issued new/renewed you must submit the following that apply. There will be no exceptions. Failure to provide the required information will cause a delay of issuance of your license.

APPLY IN PERSON ONLY

NEW APPLICANTS - CLASS "A" MASTER A/C - REFRIGERATION

Completed application and be age 18 or older per CCNO 26-17, Ch. 1 Sect 111

ONE of the following:

- Current Louisiana Mechanical (Statewide) license, -OR-
- Proof of passing the ICC: W29 National Standard Master Mechanical Exam within the past year, -OR-
- Continuously holding a City Issued License initiated in the period where the City Licensing Board offered testing (prior to the transfer of testing to ICC), -OR-
- Comparable test equal to the ICC or reciprocal to the Louisiana State Mech Lic, as approved by the Director.

EITHER:

- Certificate of insurance, including General Liability (not less than \$500,000), and Worker's Compensation (no less than the state requirement), both with the City of New Orleans listed as the Certificate Holder, to verify meeting requirements of CCNO 26-17, Ch. 1 Sect 113.1., -OR-
- To declare that you have no workers, a notarized affidavit will be required.

Louisiana General Sales Tax Number registration certificate from the LA Dept. of Revenue and Taxation (<http://www.revenue.louisiana.gov>) as required by R.S. 47:9 and R.S. 47:306(D) and Title 61 of Louisiana Administrative Code.

Current Parish Occupational License per CCNO 26-17, Ch. 1, Sect 114. May be presented as EITHER:

- If located in New Orleans, a copy of the business' current New Orleans Occupational License, -OR-
- If located outside of New Orleans, copy of the business' current Parish Occupational License (out of parish businesses are also required to register their other Parish Occupational License with the City of New Orleans by going to City Hall, room 1W15. Registration Certificate is required only upon initial issuance only.)

Evidence of Federal ID Number per CCNO 26-17, Ch. 1, Sect 114 provided in the format supplied by the IRS.

Copy of Driver's License or State Identification to verify per CCNO 26-17, Ch. 1, Sect 111

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-17, Ch. 1, Sect 115

APPLY IN PERSON ONLY

NEW APPLICANTS - CLASS "B" JOURNEYMAN LAB-MECHANIC

Completed application and be age 18 or older per CCNO 26-17, Ch. 1 Sect 111

Copy of Driver's License or State Identification to verify per CCNO 26-17, Ch. 1, Sect 111

Proof of passing the ICC: W31 National Standard Journeyman Mechanical within the past year

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-17, Ch. 1, Sect 115

Signed Statement of Employment by a Master license holder

EXAMINATION & QUALIFICATION CONTACT NUMBERS:

International Code Council (ICC) 1-877-783-3926

Louisiana State Board for Contractors 1-800-256-1392

FLIP TO OTHER SIDE FOR RENEWAL CHECKLISTS



RENEWAL TRADE LICENSE CHECKLIST - A/C & REFRIGERATION

Before your license can be issued new/renewed you must submit the following that apply. There will be no exceptions. Failure to provide the required information will cause a delay of issuance of your license.

APPLY IN PERSON OR BY MAIL RENEWAL APPLICANTS - CLASS "A" MASTER A/C - REFRIGERATION

Completed application and be age 18 or older

A copy of your previous year's City of New Orleans mechanical license. If lost, misplaced, or stolen, please provide a statement what happened to your license.

ONE of the following:

- Current Louisiana Mechanical (Statewide) license,
- Continuously holding a City Issued License initiated in the period where the City Licensing Board offered testing (prior to the transfer of testing to ICC) or based upon a passed CC: W29 National Standard Master Mechanical Exam, OR
- Comparable test equal to the ICC or reciprocal to the Louisiana State Mech Lic, as approved by the Director

Current proof of insurance, including General Liability (not less than \$500,000), and Worker's Compensation (no less than the state requirement), both with the City of New Orleans listed as the Certificate holder per CCNO 26-17, Ch. 1 Sect 113.1. To declare that you have no workers, a notarized affidavit will be required.

Verified Louisiana General Sales Tax Number from the LA Dept. of Revenue and Taxation (<http://www.revenue.louisiana.gov>) as required by R.S. 47:9 and R.S. 47:306(D) and Title 61 of Louisiana Administrative Code.

Proof of current Orleans Parish Occupational License (If out of Orleans Parish, register your Parish Occupational License with the City of New Orleans [go to City Hall, room 1W15] and bring a copy of your current Parish Occupational License) per CCNO 26-17, Ch. 1, Sect 114

Copy of Driver's License or State Identification to verify per CCNO 26-17, Ch. 1, Sect 111

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

NOTE: Renewals over one year with a State License will pay a REVIVAL FEE of \$120 PLUS the license fee

APPLY IN PERSON OR BY MAIL RENEWAL APPLICANTS - CLASS "B" JOURNEYMAN LAB-MECHANIC

Completed application and be age 18 or older per CCNO 26-17, Ch. 1, Sect 111

A copy of your previous year's City of New Orleans mechanical license. If lost, misplaced, or stolen, please provide a statement what happened to your license.

Copy of Driver's License or State Identification to verify per CCNO 26-17, Ch. 1, Sect 111

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-17, Ch. 1, Sect 115

Signed Statement of Employment by a Master license holder

REQUIREMENTS ONLINE - www.nola.gov/onestop
APPLY BY MAIL - Attn: Mechanical Division, One Stop Shop
1300 Perdido St., 7th floor
New Orleans, LA 70112

FLIP TO OTHER SIDE FOR NEW LICENSE CHECKLISTS



NEW TRADE LICENSE CHECKLIST - GASFITTER

Before your license can be issued new/renewed you must submit the following that apply. There will be no exceptions. Failure to provide the required information will cause a delay of issuance of your license.

APPLY IN PERSON ONLY

NEW APPLICANTS - CLASS "A" MASTER GASFITTER

Completed application and be age 18 or older per CCNO 26-19, Ch.1, Sect 111.4

Current Louisiana State Plumbing Board Master Natural Gasfitter License - No other form of license shall be accepted. Further, no other credentials or reciprocity is acceptable per RS 37:1368

Current proof of insurance, including General Liability (not less than \$500,000) and Worker's Compensation (no less than the state requirement), both with the City of New Orleans listed as the certificate holder, per CCNO 26-19, Ch.1, Sect 111.7. To declare that you have no workers, a notarized affidavit will be required.

Verified Louisiana General Sales Tax Number from the LA Dept. of Revenue and Taxation (<http://www.revenue.louisiana.gov>) as required by R.S. 47:9 and R.S. 47:306(D) and Title 61 of Louisiana Administrative Code.

Proof of current Orleans Parish Occupational License (If out of Orleans Parish, register your Parish Occupational License with the City of New Orleans [go to City Hall, room 1W15] and bring a copy of your current Parish Occupational License) per CCNO 26-19, Ch.1, Sect 111.8

Proof of Federal ID Number per CCNO 26-19, Ch.1, Sect 111.8

Copy of Driver's License or State Identification to verify per CCNO 26-19, Ch.1, Sect 111.4

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-19, Ch.1, Sect 111.9

1 passport quality photo, if mailing in or dropping off

APPLY IN PERSON ONLY

NEW APPLICANTS - CLASS "B" JOURNEYMAN - LGB-GAS

Completed application and be age 18 or older per CCNO 26-19, Ch.1, Sect 111.4

Copy of Driver's License or State Identification to verify per CCCNO 26-19, Ch.1, Sect 111.4

Current Louisiana State Plumbing Board Journeyman Natural Gasfitter license - No other form of license shall be accepted. Further, no other credentials or reciprocity is acceptable per RS 37:1368

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-19, Ch.1, Sect 111.9

Signed Statement of Employment by a Master license holder

EXAMINATION & QUALIFICATION CONTACT NUMBERS:

Louisiana State Plumbing Board | 11304 Cloverland Avenue, Baton Rouge, LA. 70809
<https://www.spbla.com/licenses/> | 225-756-3434 | info@spbla.com

FLIP TO OTHER SIDE FOR RENEWAL CHECKLISTS



RENEWAL TRADE LICENSE CHECKLIST - GASFITTER

Before your license can be issued new/renewed you must submit the following that apply. There will be no exceptions. Failure to provide the required information will cause a delay of issuance of your license.

APPLY IN PERSON OR BY MAIL

RENEWAL APPLICANTS - CLASS "A" MASTER GASFITTER

Completed application and be age 18 or older per CCNO 26-19, Ch.1, Sect 111.4

A copy of your previous year's City of New Orleans mechanical license. If lost, misplaced, or stolen, please provide a statement what happened to your license.

Current Louisiana State Plumbing Board Master Natural Gasfitter license - No other form of license shall be accepted. Further, no other credentials or reciprocity is acceptable per RS 37:1368

Current proof of insurance, including General Liability (not less than \$500,000) and Worker's Compensation (no less than the state requirement), both with the City of New Orleans listed as the certificate holder per CCNO 26-19, Ch.1, Sect 111.7. To declare that you have no workers, a notarized affidavit will be required.

Verified Louisiana General Sales Tax Number from the LA Dept. of Revenue and Taxation (<http://www.revenue.louisiana.gov>) as required by R.S. 47:9 and R.S. 47:306(D) and Title 61 of Louisiana Administrative Code.

Proof of current Orleans Parish Occupational License (If out of Orleans Parish, register your Parish Occupational License with the City of New Orleans [go to City Hall, room 1W15] and bring a copy of your current Parish Occupational License) per CCNO 26-19, Ch.1, Sect 111.8

Copy of Driver's License or State Identification to verify per CCNO 26-19, Ch.1, Sect 111.4

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) CCNO 26-19, Ch.1, Sect 111.9

NOTE: Renewals over one year with a Louisiana State Plumbing Board License will pay a REVIVAL FEE of \$120 PLUS the license fee.

APPLY IN PERSON OR BY MAIL

RENEWAL APPLICANTS - CLASS "B" JOURNEYMAN - LGB-GAS

Completed application and be age 18 or older per CCNO 26-19, Ch.1, Sect 111.4

A copy of your previous year's City of New Orleans mechanical license. If lost, misplaced, or stolen, please provide a statement what happened to your license.

Current Louisiana State Plumbing Board Journeyman Natural Gasfitter license - No other form of license shall be accepted. Further, no other credentials or reciprocity is acceptable per RS 37:1368

Copy of Driver's License or State Identification to verify per CCNO 26-19, Ch.1, Sect 111.4

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) CCNO 26-19, Ch.1, Sect 111.9

Signed Statement of Employment by a Master license holder

REQUIREMENTS ONLINE - www.nola.gov/onestop
APPLY BY MAIL - Attn: Mechanical Division, One Stop Shop
1300 Perdido St., 7th floor
New Orleans, LA 70112

FLIP TO OTHER SIDE FOR NEW LICENSE CHECKLISTS



NEW TRADE LICENSE CHECKLIST - ELECTRICAL

Before your license can be issued new/renewed you must submit the following that apply. There will be no exceptions. Failure to provide the required information will cause a delay of issuance of your license. Applicants must submit and adhere to all of the following requirements:

APPLY IN PERSON ONLY

NEW APPLICANTS - CLASS "A" MASTER ELECTRICIAN

Completed application and be age 18 or older per CCNO 26-15, Ch.27, Sect 2706.1

Passing letter from the ICC - or - if state tested, a copy of your current state license or qualifying party letter

Current proof of insurance, including General Liability (not less than \$500,000) and Worker's Compensation (no less than the state requirement) per CCNO 26-15, Ch.27, Sect 2707.1. To declare that you have no workers, a notarized affidavit will be required.

Verified Louisiana General Sales Tax Number from the LA Dept. of Revenue and Taxation (<http://www.revenue.louisiana.gov>) as required by R.S. 47:9 and R.S. 47:306(D) and Title 61 of Louisiana Administrative Code.

Proof of current Orleans Parish Occupational License (If out of Orleans Parish, register your Parish Occupational License with the City of New Orleans [go to City Hall, room 1W15] and bring a copy of your current Parish Occupational License) per CCNO 26-15, Ch.27, Sect 2708

Proof of Federal ID Number per CCNO 26-15, Ch.27, Sect 2708

Copy of Driver's License or State Identification to verify per CCNO 26-15, Ch.27, Sect 2706.1

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-15, Ch.27, Sect 2712

APPLY IN PERSON ONLY

NEW APPLICANTS - CLASS "C" MAINTENANCE & CLASS "D" JOURNEYMAN ELECTRICIAN

Completed application and be age 18 or older per CCNO 26-15, Ch.27, Sect 2706.1

Copy of Driver's License or State Identification to verify per CCNO 26-15, Ch.27, Sect 2706.1

Passing letter from the ICC

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-15, Ch.27, Sect 2712

APPLY IN PERSON ONLY

NEW APPLICANTS - CLASS "E" ELECTRICIAN TRAINEE

Completed application and be age 18 or older per CCNO 26-15, Ch.27, Sect 2706.1

Copy of Driver's License or State Identification to verify per CCNO 26-15, Ch.27, Sect 2706.1

Letter from Local Union or Employer on company letterhead, addressed to the Chief Electrical Inspector requesting Helper's License

Two current passport photos for each license

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-15, Ch.27, Sect 2712

EXAMINATION & QUALIFICATION CONTACT NUMBERS:

International Code Council (ICC) 1-877-783-3926

Louisiana State Board for Contractors 1-800-256-1392

FLIP TO OTHER SIDE FOR RENEWAL CHECKLISTS



RENEWAL TRADE LICENSE CHECKLIST - ELECTRICAL

Before your license can be issued new/renewed you must submit the following that apply. There will be no exceptions. Failure to provide the required information will cause a delay of issuance of your license.

APPLY IN PERSON ONLY OR BY MAIL

RENEWAL APPLICANTS - CLASS "A" MASTER ELECTRICIAN

Completed application and be age 18 or older per CCNO 26-15, Ch.27, Sect 2706.1

Passing letter from the ICC - or - if state tested, a copy of your current state license or qualifying party letter

Current proof of insurance, including General Liability (not less than \$500,000) and Worker's Compensation (no less than the state requirement) per CCNO 26-15, Ch.27, Sect 2707.1. To declare that you have no workers, a notarized affidavit will be required.

Verified Louisiana General Sales Tax Number from the LA Dept. of Revenue and Taxation (<http://www.revenue.louisiana.gov>) as required by R.S. 47:9 and R.S. 47:306(D) and Title 61 of Louisiana Administrative Code.

Proof of current Orleans Parish Occupational License (If out of Orleans Parish, register your Parish Occupational License with the City of New Orleans [go to City Hall, room 1W15] and bring a copy of your current Parish Occupational License) per CCNO 26-15, Ch.27, Sect 2708

Copy of Driver's License or State Identification - AND - previous Electrical License Card to verify per CCNO 26-15, Ch.27, Sect 2706.1

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-15, Ch.27, Sect 2712

NOTE: Renewals over one year with a State License will pay a REVIVAL FEE of \$120 PLUS the license fee

APPLY IN PERSON ONLY OR BY MAIL

RENEWAL APPLICANTS - CLASS "C" MAINTENANCE/CLASS "D" JOURNEYMAN ELECTRICIAN

Completed application and be age 18 or older per CCNO 26-15, Ch.27, Sect 2706.1

Copy of Driver's License or State Identification to verify per CCNO 26-15, Ch.27, Sect 2706.1 AND previous Electrical License Card

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-15, Ch.27, Sect 2712

APPLY IN PERSON ONLY OR BY MAIL

RENEWAL APPLICANTS - CLASS "E" ELECTRICIAN TRAINEE

Completed application and be age 18 or older per CCNO 26-15, Ch.27, Sect 2706.1

Copy of Driver's License or State Identification to verify per CCNO 26-15, Ch.27, Sect 2706.1 AND previous Electrical License Card

1 passport quality photo, if mailing in or dropping off

Check or Money Order payable to: City of New Orleans (Fee information is located on the application) per CCNO 26-15, Ch.27, Sect 2712

NOTE: Per CCNO 26-15, Ch.27, Sect 2706.1.3 an individual may not hold a Class "E" Electrician Trainee license for more than five (5) years from the initial issue date.

REQUIREMENTS ONLINE - www.nola.gov/onestop

APPLY BY MAIL - Attn: Electrical Division, One Stop Shop

1300 Perdido St., 7th floor, New Orleans, LA 70112

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