City of Wilmington
Department of Land Use and Planning
800 N French Street
Wilmington, Delaware 19801
Phone: (302) 576-3050 Fax: (302) 468-6895

1. Documents Required with Application:

   A. Copy of current driver's license showing picture.

   B. Copy of all current trade licenses from the issuing agencies.

   C. Employer statement of experience forms completed and signed by the licensed contractor(s).

2. Experience Required to Qualify for Testing:

   A. Anyone applying for "Master Plumber" must be a Delaware-registered plumber.

   B. Anyone applying for "Master Heating or Air Condition" must be a Delaware-registered HVAC.

   C. Applicant must be able to show having worked in the trade for which licenses are applied (plumbing, heating, air conditioning) a minimum of seven (7) years within the last ten (10) years employed and supervised by a licensed master within the trade. (attach copies of W-2 forms for the seven (7) years).

   D. Applicant must be approved before sitting for the exam.

3. Application Fee: (No fees should be paid until approval to set for the received)

   A. Applicants shall pay to the City of Wilmington an application fee of fifty dollars ($50.00) for each test to be administered.

   B. The application fee is non-refundable if the applicant fails to appear for the test as notified.

4. Passing Grade

   A. The applicant must receive a grade of at least 70 percent to pass the test. When an applicant takes more than one test, he or she will be allowed to apply for license(s) for only those test(s) passed.

B. Where an applicant meets all the requirements to take the examination, he or she shall make a timely application for a license to the Finance Department of the City of Wilmington provided that in no event shall ninety (90) days expire before such application is made after notification that the applicant had passed the examination.

C. If an applicant fails to apply for a license before the expiration of the ninety (90) day period, he or she shall be required to undergo reexamination as if he or she had not passed the initial examination in the first instance.

5. Examination Details

A. "Open Book" is allowed for most tests (this is based upon the type of test being administered.)

B. Calculations may be required,,and applicants are encouraged to bring a battery-operated calculator or slide rule.

C. Sample manufacturer's instructions may be provided with the tests from which questions may be asked.

I, the undersigned, have fully read and understood the above information, which I have also received a copy of.

_____ _____

Signature Date

City of Wilmington
Department of Land Use and Planning
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Wilmington, Delaware 19801
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PLUMBING, HEATING, AND AIR CONDITIONING EXAMINING BOARD

AFTER HAVING READ THE BOARD'S RULES AND REGULATIONS, THE UNDERSIGNED HEREBY MAKES APPLICATION FOR A LICENSE AS INDICATED BELOW.

APPLICANT MUST COMPLY WITH ALL REQUIREMENTS OF THE BOARD'S RULES AND REGULATIONS

1. Name: _____ 2. Date: _____

3. Address: _____
Street City State Zip

4. Telephone Number: _____

5. I hereby apply for a license as (check all applicable boxes):

- ☐ Master Plumber
- ☐ Heating Contractor
- ☐ Air Conditioner Contractor
  - ☐ to install heat pumps
  - ☐ not to install heat pumps

6. Please list all of the categories checked above:

_____

_____

_____

_____

7. **Background Information**

Full Name of Applicant: _____

Present Resident Address: _____
Street City State Zip

Home Phone:_____ Business Phone: _____

Length of Resident in Delaware: _____

Previous Address: _____
Street City State Zip

Date of Birth:_____ Present Age: _____

Place of Birth: _____

8. Present Employer: _____

Present Employer's Address: _____
Street City State Zip

9. Have you ever worked as an Apprentice? ☐ Yes ☐ No

10. If above is yes, list areas of apprenticeship and dates below:

Apprenticeship Field	Dates		Company and/or Journeyman
	From	To	

11. Have you ever worked as a Journeyman?

☐ Yes ☐ No

12. If above is yes, list areas of employment and dates below:

Employment Field	Dates		Company and/or Journeyman
	From	To	

13. Have you ever applied for a Mechanical Trade License? ☐ Yes ☐ No

14. If yes, give state, date, and type applied for:

State	Date	Type

15. Have you ever had an application rejected by the State of Delaware or City of Wilmington for any Mechanical License? ☐ Yes ☐ No

16. If yes, please explain:

_____

_____

_____

_____

17. **Education**

	Name/Location	Type of Degrees	Dates	
			From	To
Grammar School				
High School				
College or University				
Other				

18. **Employment History**

Give a list of past employment to the point of when you were an apprentice. Start with present employment and continue backwards. Each employer listed below must supply documents of verification supplied by the Plumbing Inspector's Office.

Name of Employer _____

Address _____
Street City State Zip

Employed (Month & Year) From _____ To_____

Job Title and Duties: _____

Name of Employer _____

Address _____
Street City State Zip

Employed (Month & Year) From _____ To _____

Job Title and Duties: _____

Name of Employer _____

Address _____
Street City State Zip

Employed (Month & Year) From _____ To _____

Job Title and Duties:_____

Name of Employer _____

Address _____
Street City State Zip

Employed (Month & Year) From _____ To _____

Job Title and Duties: _____

19. Please give any additional information that you believe to be important but not requested above:

_____

_____

_____

_____

I have read the above and have answered all questions fully, truthfully, and to the best of my knowledge. I understand that if any information requests, revisions, or that I change employers, business address, etc., I will notify, in writing, the Chief Plumbing Inspector of the City of Wilmington within five (5) days of any such change. I further understand that any information later found to be false or inaccurate that I may be subject to criminal prosecution pursuant to 11 Del. C. §1233, in addition to the possible suspension or renovation of my City of Wilmington Plumbing, Heating, Air Conditioning, and/or Mechanical License. My signature certifies that I have read and understand the contents of this document.

WITNESS: _____ _____
Signature

DATED: _____

PLUMBING, HEATING, AND AIR CONDITIONING EXAMINING BOARD

EMPLOYER STATEMENT OF EXPERIENCE

TO BE COMPLETED BY APPLICANT

Applicant Name _____

Address _____
Street City State Zip

Date of Birth: _____ Phone: ( ) _____
(Mo) (Day) (Yr)

TO BE COMPLETED BY FORMER/PRESENT EMPLOYER

Name _____

Address _____
Street City State Zip

Company Name _____

Licenses Currently Held

Jurisdiction _____

Address _____
Street City State Zip

Phone ( ) _____ License #_____

Jurisdiction _____

Address _____
Street City State Zip

Phone ( ) _____ License #_____

The above-named applicant served his apprenticeship under my direct supervision (check area of experience):

☐ Plumbing From _____ To _____
(Mo) (Day) (Yr) (Mo) (Day) (Yr)

☐ Heating From _____ To _____
(Mo) (Day) (Yr) (Mo) (Day) (Yr)

☐ Air Conditioning From _____ To _____
(Mo) (Day) (Yr) (Mo) (Day) (Yr)

Describe the type of mechanical installations the applicant engaged in:

_____

_____

_____

_____

****

I have read the above and have answered all questions fully, truthfully, and to the best of my knowledge. I understand that if any information requests, revisions, or that I change employers, business address, etc., I will notify, in writing, the Chief Plumbing Inspector of the City of Wilmington within five (5) days of any such change. I further understand that any information later found to be false or inaccurate that I may be subject to criminal prosecution pursuant to 11 Del. C. §1233.

_____
Employer Signature

(SEAL) _____
Notary Signature

DATED: _____