



CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES & INSPECTIONS
 Development Services Division – Customer Care Unit
 Municipal Services Building - Concourse Level
 1401 John F. Kennedy Boulevard
 Philadelphia, Pennsylvania 19102

NEW LICENSE PROCESS

**Boilers, Engines and Refrigeration Machinery Licenses
 Engineers A, B, C, and D and Warm Air Installer**
 Visit our website at www.phila.gov/li

The Department of Licenses and Inspections has made a number of changes to simplify the process for our customers seeking Boilers, Engines and Machinery Licenses known as Engineers A, B, C and D and Warm Air Installer. This bulletin outlines the process for customers and Department of Licenses and Inspections employees.

WHAT LICENSES ARE AFFECTED?

Engineers A, B, C, and D

Anyone operating or maintaining any steam or high temperature hot water boiler, steam engine, portable or stationary hoisting engine or refrigeration machinery must pass an examination and maintain a license in the appropriate grade.

Note: Not applicable for residential buildings, Federal government projects, boilers under 30 horsepower, or refrigeration equipment with a capacity of not more than 25 tons. [Legal Reference: Philadelphia Code 9-501]

Licenses are divided into the following four grades:

- Grade A – Steam boiler, stationary, and refrigeration engineer
- Grade B – Refrigeration engineer
- Grade C – Portable & stationary engineer
- Grade D – Fireman (Boiler Operator)

Warm Air Installer

A Warm Air Installer license is required of persons who engage in the business of installing or repairing warm air heating apparatus connected with flues or chimneys in any one or two-family dwelling.

[Legal Reference: 9-504]



New Application Forms

All of these licenses have a new application form. The application includes any additional information that must be submitted to Licenses and Inspections with the completed application.

- Engineer License – Boiler, Stationary and Refrigeration (Form #81-902 Rev. 2/12)
- Warm Air Installer (Form #81-1000)

WHAT HAS CHANGED?

Do I need approval to take an examination?

No. The Department is no longer pre-approving candidates for license examinations.

Once you have passed the examination for the license you wish to obtain, bring your test results with your completed license application form and any other required documentation (see the application form for those details) to Licenses and Inspections, pay the required fee and your license will be issued.

Who is administering these license examinations?

The International Code Council (ICC) administers all Contractor and Trade license examinations for the Department of Licenses and Inspections. Interested candidates should read the ICC's *Philadelphia, Pennsylvania Contractor/Trades Examination Information Bulletin*. The Bulletin is available at www.iccsafe.org/contractor.

How do I schedule my examination?

Please read and understand the ICC's *Philadelphia, Pennsylvania Contractor/Trades Examination Information Bulletin* in its entirety prior to registering for an exam.

The answers to most questions raised by candidates can be found in this document. This bulletin is a useful reference throughout your registration and examination process.

Examination for Engineer Licenses will be available for scheduling after March 15, 2012.

Once I pass the exam, where do I apply for the license?

Mail or deliver all license application packages to:

L&I License Issuance
 Public Service Concourse
 1401 JFK Boulevard
 Philadelphia, PA 19103

Other questions?

Refer to the ICC's Bulletin or send an e-mail to licenseissuance@phila.gov.