

Mechanical Board of Appeals and Examiners
224 West Ninth Street, P.O. Box 7402
Sioux Falls, SD 57117-7402
(605) 367-8672
Website: www.sioxford.org/building
Application for Examination

Please print or type the following information:

Designate the appropriate examination for which you are applying:

Master Mechanic

Refrigeration Contractor

Full name:

Date of Birth:

Home Address, City, State, and Zip:

Phone:

Residence: _____

Business: _____

Cell: _____

Signature:

Date:

Space below reserved for office use

Receipt Number _____

Fee \$ _____

Date _____

Examination Date _____

Mechanical Board of Appeals and Examiners
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Master Mechanic Experience

Please print or type the following information:

Name _____	Home Phone # _____
Street _____	Work Phone # _____
City _____	Cell Phone # _____
State _____ Zip _____	Email _____
Date of Birth _____	

Experience Required for Testing

An applicant for a Master Mechanic license shall show evidence of four years of experience as a sheet metal mechanic, refrigeration technician, general manager, project manager, or engineer in the employ of a licensed mechanical contractor. During this four-year period, the applicant must have spent at least 2,000 hours per year working as a sheet metal mechanic, refrigeration technician, general manager, or an engineer.

If the code official finds the applicant has the required experience, the individual may be tested. The code official may investigate the individual's experience and the applicant shall cooperate fully with the investigation. Failure to provide information or records related to applicant experience shall be grounds for denial of the application.

The code official will notify in writing any applicant whose application for testing has been refused. The notice will clearly state the reason for refusal and a statement of the applicant's right to appeal. An applicant whose application for testing is refused may appeal the decision to the Mechanical Board of Appeals.

Credit

Graduates of an accredited trade school having at least a one-year program in sheet metal or refrigeration will be given one-half year of experience credit for each year of relevant schooling up to a maximum of one year of experience credit.

Graduates of an accredited college or university having a four-year program in engineering or construction management will be given one-quarter for each year of relevant schooling up to a maximum of one year of experience credit.

Credit for military sheet metal, refrigeration, mechanical construction management, or engineering work will be given at the rate of one year credit for each two years in the military up to a maximum of two years credit.

School and Military Record

Name of Trade School, University, College, or Military	Years Completed	Graduated	Experience Credit

Employment Experience

Important—Unless complete addresses of employers are given, it is impossible to properly process your application and will cause delay. Please give all previous and present employers.

Employer	Dates Employed	Type of Work
Name _____ Address _____ City, State, and Zip _____ Phone No. _____	_____ to _____	
Name _____ Address _____ City, State, and Zip _____ Phone No. _____	_____ to _____	
Name _____ Address _____ City, State, and Zip _____ Phone No. _____	_____ to _____	
Name _____ Address _____ City, State, and Zip _____ Phone No. _____	_____ to _____	
Name _____ Address _____ City, State, and Zip _____ Phone No. _____	_____ to _____	

Do you object to us contacting your current employer or any previous employers? Yes No

I declare and affirm under the penalties of perjury that the information on this application has been completed by me and to the best of my knowledge and belief, is true and correct.

Signature of Applicant _____
Date

- Approved for Testing
- Refused for Testing—Reason for Refusal Attached

Mechanical Inspector _____
Date

Please mail or fax to: Building Services
224 West Ninth Street
P.O. Box 7402
Sioux Falls, SD 57117-7402

Fax: 605-367-6045

Mechanical Examinations Application and Testing Instructions City of Sioux Falls

General

Applications that are incomplete or not accompanied with the fee will not be processed. Applications must be received one week prior to the next scheduled testing date to qualify for testing on that date.

Application

This form must be legible and fully completed, signed, and dated by the applicant.

Fee—\$75

The fee is nonrefundable. Make check or money order payable to the City of Sioux Falls.

Examination Schedule

Second Wednesday of each month at 8 a.m. The test will be picked up at 11:55 and corrected by the Mechanical Board of Appeals at 12 noon. Please notify our office if you are unavailable for the exam date.

Examination Location

224 West Ninth Street, Planning and Building Services Department, Ground Floor.

Examination

The examination for master mechanic contains open book multiple-choice questions and true/false questions. The permitted test time is 4 hours. It is advisable to bring a calculator, air-duct calculator, and code books. The examination for refrigeration contractor is open book and consists of multiple-choice questions. The permitted test time is 2 hours.

Study Suggestions

The Mechanical Board of Appeals and Examiners suggests that you study the 2009 International Mechanical Code, 2009 International Fuel Gas Code, the SMACNA HVAC duct construction standards—metal and flexible (3rd Edition-2005), for the master mechanic examination. For the refrigeration contractor exam, it is recommended that you study the 2009 International Mechanical Code only. To purchase these codes, you may contact either www.iccsafe.org or www.smacna.org.

License

You must apply for your license within 90 days after passing the examination, or you will be required to retest.

Mail To

Building Services, Attention: Tonya, 224 West Ninth Street, P.O. Box 7402, Sioux Falls, SD 57117-7402; (605) 367-8672.

Parking

One-hour free parking is provided on the Ninth Street and Dakota Avenue sides of City Hall. Please remember this is one (1) hour only and the permitted test time is four (4) hours.

There are parking meters along Ninth Street between Dakota Avenue and Minnesota Avenue. The cost is marked on the meter. You are able to put in money for up to ten (10) hours at one time in these meters.

There are also “10-hour meters” available at the parking lot at 231 North Dakota Avenue. This lot is one and one-half (1 1/2) blocks north of City Hall on the west side of Dakota Avenue, just north of the parking ramp and across the street from the main library.

Please be sure not to park in any parking ramps or assigned parking areas without previously receiving permission.

The Building Services Department is not responsible for any parking issues that arise while you are testing due to unauthorized parking or failure to pay meter costs, including but not limited to any parking tickets or towing.

Not Allowed

Cell phones, PDAs, computers, highlighters, cameras, or any other electronic devices.

FAX APPLICATIONS

(This section to be completed for application by fax only.)

Charge to MasterCard Visa

Card Number _____

Expiration Date _____

Three- or four-digit security code that is printed on the back side of the credit card _____

Cardholder's Name (Print name as it appears on card)

Authorized Signature

Date

Fax Number (605) 367-8737

2010–2012 Master Mechanic Examination Schedule

Master Mechanic Examinations are held at **8 a.m.** in the City Hall Building Services Conference Room. Examinations are scheduled the second Wednesday of every month. Filing deadline to apply for examination is the Wednesday prior. *Schedule and location are subject to change; please contact Building Services to verify.*

Exam Dates—8 a.m. to 12 noon Filing/Application Deadline

October 13, 2010	October 6, 2010
November 10, 2010	November 3, 2010
December 8, 2010	December 1, 2010
January 12, 2011	January 5, 2011
February 9, 2011	February 2, 2011
March 9, 2011	March 9, 2011
April 13, 2011	April 6, 2011
May 11, 2011	May 4, 2011
June 8, 2011	June 1, 2011
July 13, 2011	July 6, 2011
August 10, 2011	August 3, 2011
September 14, 2011	September 7, 2011
October 12, 2011	October 5, 2011
November 9, 2011	November 2, 2011
December 14, 2011	December 7, 2011
January 11, 2012	January 4, 2012
February 8, 2012	February 1, 2012
March 14, 2012	March 7, 2012
April 11, 2012	April 4, 2012
May 9, 2012	May 2, 2012
June 13, 2012	June 6, 2012
July 11, 2012	July 3, 2012
August 8, 2012	August 1, 2012
September 12, 2012	September 5, 2012
October 10, 2012	October 3, 2012
November 14, 2012	November 7, 2012
December 12, 2012	December 5, 2012