



Boiler License Application

Rev.20201021

Part 1 - Applicant Information

First Name: _____ MI: _____ Last Name: _____

Street Address: _____

City/State/Zip: _____

Phone Number(s): (work) _____ (other) _____

Email Address: _____

Part 2 - License Type

- | | |
|---|---|
| <input type="checkbox"/> 1 st Class Boiler Operator (\$48) | <input type="checkbox"/> Low-Pressure Boiler Operator (\$24) |
| <input type="checkbox"/> 2 nd Class Boiler Operator (\$36) | <input type="checkbox"/> Small High-Pressure Boiler Operator (\$24) |
| <input type="checkbox"/> 3 rd Class Boiler Operator (\$30) | <i>(annual license fees as of 2010 in parenthesis)</i> |

Part 3 - Trainer Information

Use this section to identify information about the Boiler Operator who trained you.

First Name: _____ MI: _____ Last Name: _____

Street Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

License held by Trainer: _____

Part 4 - Licenses Held

Please identify licenses you currently or previously held and attach copies to this application.

License Type and Class: _____ Issued By: _____ Expiration: _____

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Part 5 - Education

Identify any specialized education you have concerning the operation and/or maintenance of boilers and physical equipment:

School: _____ Dates: _____

Course Title: _____

Part 6 – Experience

List all boiler operating experience, beginning with your current position and working backwards. Attach additional sheet if necessary.

Employer: _____ Phone: _____

Street Address: _____ Supervisor: _____

City: _____ State: _____ Zip Code: _____

Employed from: _____ to _____ Job Title: _____

Boiler Manufacturer: _____ **Boiler Input:** _____

Operating Pressure: _____

Employer: _____ Phone: _____

Street Address: _____ Supervisor: _____

City: _____ State: _____ Zip Code: _____

Employed from: _____ to _____ Job Title: _____

Boiler Manufacturer: _____ **Boiler Input:** _____

Operating Pressure: _____

Part 7 – Experience Verification

I CERTIFY UNDER OATH that _____ has had ___ years and ___ months of full-time experience in the boiler room operating a boiler ___ hours per day, _____ days per week, and has been properly trained by a licensed boiler operator.

Supervisor's Signature and Title: _____

Part 8 – Oath of Application

I CERTIFY UNDER OATH that at submittal of application, I will have paid the examination fee which I understand cannot be refunded; that I understand upon passing the exam, the applicable license fee must be paid within 180 days or my application will expire and I will have to retake the test; that I understand 90 days must elapse before I can repeat this test should I not pass; and that all statements I have made herein are true and complete to the best of my knowledge and belief.

Applicant's Signature: _____

The Development Services Center is responsible for the examination and licensing of persons operating vessels under the Boiler and Pressure Vessel Code in accordance with the Spokane Municipal Code.

There are five (5) classes of license; their fees and minimum requirements are:

1st Class Boiler Operator (1stC)

\$24 exam; \$48 annual license

Two (2) years of practical experience as a boiler operator with eighteen (18) months of that experience in a high pressure plant; or, certification from a recognized school of technology devoted to steam engineering and one (1) year of practical experience as a boiler operator. This license authorizes the holder to operate any and all boilers.

2nd Class Boiler Operator (2ndC)

\$24 exam; \$36 annual license

One (1) year of practical experience as a boiler operator in a high-pressure plant. The license authorizes the holder to operate a steam plant not exceeding 8,000,000 BTU input or to act and operate as assistant operator to a 1st Class Boiler Operator.

3rd Class Boiler Operator (3rdC)

\$24 exam; \$30 annual license

One (1) year of practical experience as a boiler operator. This license authorizes the holder to operate a steam plant not exceeding 4,000,000 BTU input or to have charge of an opposite shift to a 2nd Class Boiler Operator.

Small High-Pressure Boiler Operator (SHPB)

\$24 exam; \$24 annual license

No experience required; applicant must be 18 years old. This license authorizes the holder to operate a small high-pressure boiler not to exceed 800,000 BTU input or 150 PSI.

Low-Pressure Boiler Operation (LPB)

\$24 exam; \$24 annual license

No experience required; applicant must be 18 years old. This license authorizes the holder to operate any low -pressure boiler not to exceed 15 lbs. (steam) or not to exceed 160 PSI and/or 250 degrees Fahrenheit (water).

During COVID-19 restrictions, all EXAMS will be by appointment only. Please contact the Boiler Inspector at 509-625-6313 or elanderson@spokanecity.org for scheduling.

Your **application** and **\$24 exam payment** must be received by the Development Services Center the Monday before the exam date. You may apply online via the Accela Citizen Access (ACA) site: <https://aca.spokanepermits.org/CitizenAccess/Account/>. If you do not **take the exam within three months of application**, you must reapply and pay a second fee. Exams are scored immediately. If you pass, you may **purchase your license** the first business day following the exam. We accept payments through Accela Citizen Access (ACA) only. You can print your license after payment is made. Your permanent license may be printed and mailed upon request. Be sure to **purchase your license within three (3) months** of applying for your license to avoid having to retake the exam. **If you fail the exam**, you may re-apply to sit for a second exam after 60 days and after paying an additional exam fee.

If you have been licensed for one year and have passed an exam for a higher classification, we will upgrade your current license for the remainder of the year without charge. You must turn in your old license or you will be required to pay the total fee for your new license.

All licenses expire December 31st, but if an exam is passed after September 30th, your first license will be issued for the current year and the next year. If an exam is passed before September 30th, the current year's license fee is required even if the initial license is not purchased until after January 1st of the next year. It is imperative to keep your contact information updated online. Each year, in October, a **renewal notice** will be emailed to you at the email address on file in your ACA account. This will allow you sufficient time to renew before December 31st.

If you have any questions, please contact the Development Services Center Permit Team by email at PermitTeam@spokanecity.org or by phone (509) 625-6999.