



Boiler Operator License Application

Rev.20260715

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

☐ 1st Class Boiler Operator

☐ 3rd Class Boiler Operator

☐ 2nd Class Boiler Operator

☐ Low-Pressure Boiler Operator

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 30 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 Department of Development Services is responsible for the examination and licensing of persons operating boilers and pressure Vessels in accordance with the Spokane Municipal Code.

The minimum requirements for each license classification are:

1st Class Boiler Operator (1stC)

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)

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)

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.

Low-Pressure Boiler Operation (LPB)

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).

Applying for Your License

To take the exam, please submit this completed application and the exam fee to the Development Services Center by the Monday before the exam date. Applying for exams can also be accomplished through our online permit by creating an account, *which will be required for renewing your license*, though our online permit system.

Once you apply, you'll have **180 days to take the exam**. If the exam has not been taken within that time, a new application and exam fee will be required. Exams are scored immediately, and upon request, your permanent license can be printed and mailed to you.

Exams are held at the Northwest HVAC/R Association Training Center at 204 E Nora Ave.
Schedule your exam by emailing them at staff@inwhvac.org

For failed examinations, 30 days must pass before re-applying and paying a new exam fee to retake the test.

License Expiration & Renewal

All licenses **expire on December 31st** each year. For those that pass their license examination after September 30th, their first license will be valid for both the current year and the following year. If you pass the exam on or before September 30th, your license will be valid through the remainder of the current year.

To ensure a smooth **renewal process**, please keep your contact information up to date through your online, City of Spokane Permit & Licensing, account. Each November, a renewal notification will be sent to your registered email as your reminder for the need to pay the annual licensing fee by December 31st to keep your license active for another year.