

City of Des Moines, Iowa
Community Development Department
Permit and Development Center

OCCUPATIONAL LICENSES AND CERTIFICATES

Des Moines Occupational License or Certificate of Competencies, administered by the Permit and Development Center, require persons, firms or corporations to be qualified by examination and, in some cases, be qualified by actual experience in the specific trade they are seeking a license or certificate. In addition, many licenses require a bond, or bonds, to be submitted to the City prior to issuance of any such license. It should not be assumed that passing an examination will qualify an individual for a license or certificate of competency. Boards of examiners are established to review and administer examinations along with reviewing qualifications of individuals, if required.

The following table identifies the types of licenses administered by the City of Des Moines Permit and Development Center, when these licenses or certificates expire, the license or certificate fee, which licenses require a bond, the type and amount of each required bond, and which license or certificate requires experience qualifications.

License/Certificate Description	Expiration Date:	Biennial Fee:	Inactive Fee:	Cash Bond Required	Surety Bond Required:	Previous Experience Required:
ELECTRICAL						
Electrical Contractor	1/31/03	\$100.00	NONE	\$500	NONE	NO
Master Electrician Certificate of Competency	1/31/03	\$ 50.00	\$10.00	NONE	NONE	2 Yrs. Journeyman
Journeyman Electrician Certificate of Competency	1/31/03	\$ 50.00	\$10.00	NONE	NONE	4 Yrs. Apprentice
Residential Wireman Certificate of Competency	1/31/03	\$ 50.00	\$10.00	NONE	NONE	2 Yrs. Apprentice
Maintenance Electrician Certificate of Competency	1/31/03	\$ 40.00	NONE	NONE	NONE	NO
Sign Wireman	1/31/03	\$ 40.00	NONE	NONE	NONE	NO
MECHANICAL						
Class A - Mechanical Contractor:*	1/31/03	\$200.00	\$ 25.00	\$100	\$10,000	NO
Class B - Comfort Heating Contractor: *	1/31/03	\$100.00	\$ 25.00	\$100	\$ 5,000	NO
Class C - Refrigeration Contractor: *	1/31/03	\$100.00	\$ 25.00	\$100	\$ 5,000	NO
Class D - Boiler Contractor: *	1/31/03	\$100.00	\$ 25.00	\$100	\$ 5,000	NO
Class E - Special Appliance Contractor: *	1/31/03	\$100.00	\$ 25.00	\$100	\$ 5,000	NO
PLUMBING						
Plumbing Contractor:	12/31/02	\$100.00	NONE	\$100	\$ 5,000	NO
Master Plumber's Certificate of Competency :	12/31/02	\$ 30.00	NONE	NONE	NONE	NO
Journeyman Plumber's Certificate of Competency:	12/31/02	\$ 30.00	NONE	NONE	NONE	4 Yrs. Apprentice
POWER ENGINEERS:						
		Annually				
1st. lass Power Engineer:	Dec. 31	\$20.00	NONE	N/A	N/A	YES
2nd. Class Power Engineer:	Dec. 31	\$15.00	NONE	N/A	N/A	YES
3rd. Class Power Engineer:	Dec. 31	\$15.00	NONE	N/A	N/A	YES
1st. Class Fireman:	Dec. 31	\$10.00	NONE	N/A	N/A	YES
2nd. Class Fireman:	Dec. 31	\$10.00	NONE	N/A	N/A	YES

*Active License must be held for at least one year before it may be converted to "Inactive".

License or certificate fees may be prorated based on the following schedule:

ELECTRICAL AND MECHANICAL CONTRACTORS LICENSES			
Jan. 31, 2001	to	July 31, 2001	Full Fee
Aug. 1, 2001	to	Jan. 31, 2002	25% Reduction
Feb. 1, 2002	to	Jan. 31, 2003	50% Reduction
PLUMBING CONTRACTORS LICENSES AND CERTIFICATES OF COMPETENCIES			
Jan. 1, 2001	to	June 30, 2001	Full Fee
July 1, 2001	to	Dec. 31, 2001	25% Reduction
Jan. 1, 2002	to	Dec. 31, 2002	50% Reduction
POWER ENGINEERS AND FIREMEN LICENSES			
Jan. 1st.	to	March 31st.	Full Fee
April 1st.	to	June 30th.	25% Reduction
July 1st.	to	Sept. 30th.	50% Reduction
Oct. 1st.	to	Dec. 31st.	75% Reduction

If you are interested in maintaining your license or certificate, please renew on or before the expiration date. Failure to renew by the prescribed deadline will result in expiration, and re-examination will be required to reinstate a license or certificate.

You may apply or renew your license or certificate at: Community Development Department,
Permit and Development Center
602 E. 1st Street
Des Moines, Iowa 50309-1890
(515) 283-4200

APPLICATION

THE PERMIT AND DEVELOPMENT CENTER MAINTAINS A RECORD OF ALL LICENSES OR CERTIFICATE HOLDERS. THE FOLLOWING APPLICATION MUST BE COMPLETED AND ACCOMPANY ANY OTHER REQUIRED DOCUMENTS. SUBMIT THE COMPLETED FORM BELOW .

PLEASE PRINT

NAME _____ PHONE _____

ADDRESS _____
(Street) (City) (Zip)

COMPANY _____
(If Applicable)

All licensees are expected to be knowledgeable of, and comply with, all applicable local ordinances, codes and standards. Most licenses are required to be accompanied by a bond prior to the issuance or renewal of any such license. These bonds are also required to be maintained through the active period of such license and reviewed and approved by the City of Des Moines Legal Department prior to issuance of such license.

