



CONSTRUCTION INDUSTRIES BOARD

2401 NW 23rd, Suite 2F
OKLAHOMA CITY, OK 73107
PH: (405) 521-6550 or Toll Free (877) 484-4424
website: www.ok.gov/cib

MECHANICAL APPLICATION INFORMATION

Fueled Hearth Product Work

All applicants must be eighteen (18) years of age or older

"Fueled Hearth Product Work" means the installation, service or repair of biomass-fueled or natural gas-fired fireplace, fireplace insert, stove or log set and associated venting and piping that fuels or simulates a flame of a solid fuel fire, including accessories for use with natural gas. This does not include (a) gas piping work, (b) the servicing of gas piping, or (c) work associated with pressure regulating devices, except for factory installed appliance gas valves.

FEES – MUST ACCOMPANY APPLICATION:

Make remittance payable to the **CONSTRUCTION INDUSTRIES BOARD (CIB)**

Mechanical Contractor **\$330.00** (License \$300.00 + Processing \$30.00= total **\$330.00**)

Mechanical Journeyman **\$75.00** (License \$50.00 + Processing \$25.00= total **\$75.00**)

JOURNEYMAN:

Provide proof of NFI examination in the certification categories of gas, wood or pellets.

CONTRACTORS EXAMINATION INFORMATION AND MATERIAL FOR STUDY:

All applicants are required to provide proof of NFI examination in the certification categories of gas, wood or pellets. In addition, Contractors must take and pass the Mechanical Business and Law exam or otherwise demonstrate minimum competency in business operations by any three (3) from the below listed items:

- i. Registration with the Oklahoma Secretary of State for the last five (5) years,
- ii. A letter (stating the specific professional service has been provided to the hearth product installation business of the Contractor applicant for a period of at least five (5) years) from a professional service provider used by your business including those who: prepare taxes, payroll, financial statements, provide legal services, banking, risk management or other professional services provided to your business,
- iii. Satisfactory proof of filing state business taxes for the last five (5) years,
- iv. Satisfactory proof of business entity filing with another state agency or registered business,
- v. Satisfactory proof of business operations for the last five (5) years such as bidding, estimating, quoting, contract/project management.

Once the Construction Industries Board receives your application and remittance, it will be reviewed for approval. Once approved you will receive a letter stating your application has been approved and your information will be forwarded to our national testing provider PSI for testing. **You are responsible for contacting PSI to schedule an appointment to take the Contractors Business and Law exam** by calling 800-733-9267 or via the internet at www.psiexams.com. Contact PSI for study materials, testing sites, testing fees and testing dates or download the Candidate Information Bulletin from their website.

Any applicant initially failing to pass the examination shall not be permitted to take another examination for a period of thirty (30) days. Any applicant subsequently failing to pass the examination shall not be permitted to take another examination for a period of ninety (90) days.

CONTRACTORS:

After you have successfully passed all appropriate exams, your license will be inactive until the CIB receives proof of the bond and insurance listed below:

1. An Active Mechanical Contractor is required to carry a five thousand dollar (\$5,000.00) Corporate Surety Bond payable to the Oklahoma Construction Industries Board. ***The bond must be in the individual license holder's name.*** The bond must be continuous and provide for thirty- (30) days cancellation notice.
2. An Active Mechanical Contractor must provide a certificate of insurance evidencing a minimum of \$50,000.00 commercial general liability insurance. ***The individual license holder's name must be on the certificate of insurance.*** The certificate holder is the Construction Industries Board.

CONTINUING EDUCATION REQUIREMENTS (CONTRACTORS & JOURNEYMAN):

Continuing education requirements per OAC 158:50-9-7 can be satisfied for Fueled Hearth Product Work licensees by providing proof of continuing education or retesting as required by National Fireplace Institute (NFI).

Construction Industries Board
2401 N.W. 23rd Street, Suite 2F
Oklahoma City, OK 73107
Telephone: (405) 521-6550

Do Not Mark in This Section File# _____

Approved by _____ Date ____/____/____

APPLICATION FOR FUELED HEARTH PRODUCT WORK LICENSE
License Fees Must Accompany Application

Type or print in ink

1. NAME _____
First Middle Last

2. MAILING ADDRESS _____
Street City State Zip

PHYSICAL ADDRESS _____
Street City State Zip

3. TELEPHONE: () _____ () _____ () _____ BIRTHDATE: ____/____/____
Residence Business Cell Phone

4. Email: _____ SSN Required: _____

5. COMPANY NAME/ADDRESS _____

6. I AM APPLYING FOR: (*choose one only*)

_____ **Journeyman** Send a copy of your National Fireplace Institute certification(s) and \$75 with application.
(\$25.00 application fee and \$50.00 license fee)

_____ **Contractor** Send a copy of your National Fireplace Institute certification(s), Contractor requirements
located on page 2 and \$330 with application. (\$30.00 application fee and \$300.00 license fee)

7. _____ I agree to read the Mechanical Licensing Act & Industry Regulations and will comply with them.

I certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct.

8. **Applicant's Signature** _____ **Date:** ____/____/____
Sign before Notary

This section to be filled out by Notary only

State of _____ County of _____

Subscribed and sworn to or affirmed before me this ____ day of _____, 20____, by _____
[Applicant's Name – Please Print]

My Commission Expires: _____
[Signature of Notary]

My Commission Number: _____ (Notary Seal)

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Construction Industries Board are required, by the provisions of 56 O.S. § 71, to provide the Board with verification of lawful presence in the United States by executing the Affidavit shown below before a notary public or other officer authorized to notarize affidavits under State law. The Board's licensing office is staffed with notaries who are available to provide notary service at no cost to Applicants.

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Affidavit of

_____)
[Applicant's Full Name]) ss:
COUNTY OF _____)

I _____, of lawful age, being first duly sworn, upon oath state, under penalty
[Applicant's Full Name]

of perjury, as follows:

Please check the appropriate box:

Option 1: I am a United States Citizen.

Option 2: I am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States. *For this Option, a copy of a valid immigration document which reflects the applicant's "A" number or "I-94" number must accompany this Affidavit.*

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this _____ day of _____, 20____, by

[Applicant's Name – Please Print]

[Signature of Notary]

My Commission Expires: _____

My Commission Number: _____

(Notary Seal)