

**APPLICATION FOR  
SHEET METAL SYSTEMS  
TECHNICIAN OR APPRENTICE**



CITY OF PHILADELPHIA  
DEPARTMENT OF LICENSES AND INSPECTIONS  
MUNICIPAL SERVICES BUILDING – CONCOURSE  
1401 JOHN F. KENNEDY BOULEVARD  
PHILADELPHIA, PA 19102  
For more information visit us at [www.phila.gov](http://www.phila.gov)

APPLICATION # \_\_\_\_\_

(Please complete all information below and print clearly)

**TYPE OF LICENSE (SELECT ONE):**

SHEET METAL SYSTEM TECHNICIAN CERTIFICATE       SHEET METAL SYSTEMS APPRENTICE PERMIT

NAME OF APPLICANT : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP : \_\_\_\_\_

PHONE #:(\_\_\_\_) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

NAME OF COMPANY OR EMPLOYER (IF ANY): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP : \_\_\_\_\_ I.D. # (IF KNOWN): \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PHONE #:(\_\_\_\_) \_\_\_\_\_ FAX : (\_\_\_\_) \_\_\_\_\_

**REQUIREMENTS**

**SHEET METAL SYSTEMS TECHNICIAN**

**SUBMIT THE FOLLOWING WITH THIS APPLICATION:**

- Proof of the completion of a *Registered Sheet Metal Systems Technician Apprentices Program*.
- Proof of successful completion of an examination for Sheet Metal Technician as administered by the International Code Council ([www.iccsafe.org/contractor](http://www.iccsafe.org/contractor)) within one year prior to this application.

**SHEET METAL SYSTEMS APPRENTICE**

Submit certification of enrollment in a *Registered Sheet Metal Technician Apprentices Program*.

**NOTE:**

Section 9-3000 of the Philadelphia Code establishes a *Registered Sheet Metal Technician Apprenticeship Program* as a program of apprenticeship skills training that is currently approved by and registered with the United States Department of Labor or a State Apprenticeship Council involving at least 8,000 hours of documented practical experience in the installation, maintenance and other servicing of sheet metal systems and at least 800 hours of classroom, shop or related instruction in the installation, maintenance and other servicing of sheet metal systems.

**FEES**

APPLICATION REQUIRES SUBMITTAL OF A NON-REFUNDABLE APPLICATION FEE CHECK OR MONEY ORDER PAYABLE TO "CITY OF PHILADELPHIA"	FEE	REVENUE CODE	OFFICE USE ONLY CHECK #
SHEET METAL SYSTEMS TECHNICIAN CERTIFICATE	\$155.00	3131	
SHEET METAL SYSTEMS APPRENTICE PERMIT	\$77.00	3132	

**THIS APPLICATION MUST BE ACCOMPANIED BY PAYMENT OF APPLICATION FEE, ORIGINAL EXAMINATION RESULTS, PROOF OF REGISTERED SHEET METAL SYSTEMS APPRENTICE PROGRAM AND A COPY OF THE APPLICANT'S DRIVER'S LICENSE.**

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_