



NEW TRADE LICENSE CHECKLIST - MECHANICAL

Before your license can be issued new/renewed you must submit the following that apply. There will be no exceptions. Failure to provide the required information will cause a delay of issuance of your license.

APPLY IN PERSON ONLY

NEW APPLICANTS - CLASS "A" MASTER A/C - REFRIGERATION & GASFITTER

Completed application and be age 18 or older

Passing letter from the ICC - or - if state tested, a copy of your state license and qualifying party letter

Current proof of insurance, including General Liability (not less than \$500,000) and Worker's Compensation (no less than the state requirement). To declare that you have no workers, a notarized affidavit will be required.

Verified Louisiana General Sales Tax Number from the LA Dept. of Revenue and Taxation (<http://www.revenue.louisiana.gov>)

Proof of Orleans Parish Occupational Licence. *If out of Orleans Parish, register your Parish Occupational License with the City of New Orleans (go to City Hall, room 1W15). Bring a copy of your Parish Occupational License, Louisiana General Sales Tax Number and IF STATE TESTED, a copy of your State License.*

Proof of Federal ID Number

Copy of Driver's License or State Identification

Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

Two current passport photos for each license

APPLY IN PERSON ONLY

NEW APPLICANTS - CLASS "B" JOURNEYMAN - LGB-GAS OR LAB-MECHANIC

Completed application and be age 18 or older

Copy of Driver's License or State Identification

Passing letter from the ICC

Two current passport photos for each license

Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

EXAMINATION & QUALIFICATION CONTACT NUMBERS:

International Code Council (ICC) 1-877-783-3926

Louisiana State Board for Contractors 1-800-256-1392

FLIP TO OTHER SIDE FOR RENEWAL CHECKLISTS



RENEWAL TRADE LICENSE CHECKLIST - MECHANICAL

Before your license can be issued new/renewed you must submit the following that apply. There will be no exceptions. Failure to provide the required information will cause a delay of issuance of your license.

APPLY IN PERSON OR BY MAIL

RENEWAL APPLICANTS - CLASS "A" MASTER A/C - REFRIGERATION & GASFITTER

Completed application and be age 18 or older

Pass the state test and bring a copy of State License

Current proof of insurance, including General Liability (not less than \$500,000) and Worker's Compensation (no less than the state requirement). To declare that you have no workers, a notarized affidavit will be required.

Verified Louisiana General Sales Tax Number from the LA Dept. of Revenue and Taxation (<http://www.revenue.louisiana.gov>)

Proof of Orleans Parish Occupational Licence. *If out of Orleans Parish, register your Parish Occupational License with the City of New Orleans (go to City Hall, room 1W15). Bring a copy of your Parish Occupational License, Louisiana General Sales Tax Number and IF STATE TESTED, a copy of your State License.*

Copy of Driver's License or State Identification

Two current passport photos for each license

Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

Note: Renewals over one year with a State License will pay a REVIVAL FEE of \$120 PLUS the license fee

APPLY IN PERSON OR BY MAIL

RENEWAL APPLICANTS - CLASS "B" JOURNEYMAN - LGB-GAS OR LAB-MECHANIC

Completed application and be age 18 or older

Copy of Driver's License or State Identification

Two current passport photos for each license

Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

REQUIREMENTS ONLINE - www.nola.gov/onestop

APPLY BY MAIL - Attn: Mechanical Division, One Stop Shop

1300 Perdido St., 7th floor

New Orleans, LA 70112

FLIP TO OTHER SIDE FOR NEW LICENSE CHECKLISTS



NEW TRADE LICENSE CHECKLIST - ELECTRICAL

Before your license can be issued new/renewed you must submit the following that apply. There will be no exceptions. Failure to provide the required information will cause a delay of issuance of your license. Applicants must submit and adhere to all of the following requirements:

APPLY IN PERSON ONLY NEW APPLICANTS - CLASS "A" MASTER ELECTRICIAN

- Completed application and be age 18 or older
- Passing letter from the ICC - or - if state tested, a copy of your state license and qualifying party letter
- Current proof of insurance, including General Liability (not less than \$500,000) and Worker's Compensation (no less than the state requirement). To declare that you have no workers, a notarized affidavit will be required.
- Verified Louisiana General Sales Tax Number from the LA Dept. of Revenue and Taxation (<http://www.revenue.louisiana.gov>)
- Proof of Orleans Parish Occupational License. *If out of Orleans Parish, register your Parish Occupational License with the City of New Orleans (go to City Hall, room 1W15). Bring a copy of your Parish Occupational License, Louisiana General Sales Tax Number and IF STATE TESTED, a copy of your State License.*
- Proof of Federal ID Number
- Copy of Driver's License or State Identification
- Two current passport photos for each license
- Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

APPLY IN PERSON ONLY NEW APPLICANTS - CLASS "C" MAINTENANCE & CLASS "D" JOURNEYMAN ELECTRICIAN

- Completed application and be age 18 or older
- Copy of Driver's License or State Identification
- Passing letter from the ICC
- Two current passport photos for each license
- Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

APPLY IN PERSON ONLY NEW APPLICANTS - CLASS "E" ELECTRICIAN TRAINEE

- Completed application
- Copy of Driver's License or State Identification AND previous Electrical License Card
- Letter from Local Union or Employer on company letterhead, addressed to the Chief Electrical Inspector requesting Helper's License
- Two current passport photos for each license
- Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

EXAMINATION & QUALIFICATION CONTACT NUMBERS:
International Code Council (ICC) 1-877-783-3926
Louisiana State Board for Contractors 1-800-256-1392

FLIP TO OTHER SIDE FOR RENEWAL CHECKLISTS



RENEWAL TRADE LICENSE CHECKLIST - ELECTRICAL

Before your license can be issued new/renewed you must submit the following that apply. There will be no exceptions. Failure to provide the required information will cause a delay of issuance of your license.

APPLY IN PERSON ONLY OR BY MAIL RENEWAL APPLICANTS - CLASS "A" MASTER ELECTRICIAN

Completed application and be age 18 or older

Pass the state test and bring an original copy of State License

Current proof of insurance, including General Liability (not less than \$500,000) and Worker's Compensation (no less than the state requirement). To declare that you have no workers, a notarized affidavit will be required.

Verified Louisiana General Sales Tax Number from the LA Dept. of Revenue and Taxation (<http://www.revenue.louisiana.gov>)

Proof of Orleans Parish Occupational License. *If out of Orleans Parish, register your Parish Occupational License with the City of New Orleans (go to City Hall, room 1W15). Bring a copy of your Parish Occupational License, Louisiana General Sales Tax Number and IF STATE TESTED, a copy of your State License.*

Copy of Driver's License or State Identification - AND - previous Electrical License Card

Two current passport photos for each license

Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

Note: Renewals over one year with a State License will pay a REVIVAL FEE of \$120 PLUS the license fee

APPLY IN PERSON ONLY OR BY MAIL RENEWAL APPLICANTS - CLASS "C" MAINTENANCE & CLASS "D" JOURNEYMAN ELECTRICIAN

Completed application and be age 18 or older

Copy of Driver's License or State Identification AND previous Electrical License Card

Two current passport photos for each license

Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

APPLY IN PERSON ONLY OR BY MAIL RENEWAL APPLICANTS - CLASS "E" ELECTRICIAN TRAINEE

Completed application

Copy of Driver's License or State Identification AND previous Electrical License Card

Two current passport photos for each license

Check or Money Order payable to: City of New Orleans (Fee information is located on the application)

REQUIREMENTS ONLINE - www.nola.gov/onestop
APPLY BY MAIL - Attn: Electrical Division, One Stop Shop
1300 Perdido St., 7th floor
New Orleans, LA 70112

FLIP TO OTHER SIDE FOR NEW CHECKLISTS