



BUILDING AND ZONING DEPARTMENT
CITY OF SPRINGFIELD, ILLINOIS

TO: Applicant

FROM: Building & Zoning Dept: Room 304, Municipal Center West

SUBJECT: Mechanical Licensing and Registration; ICC Mechanical Exam

Attached you will find new and renewal applications for Mechanical License and Mechanical Contractor Registration. Please note, in order to qualify for a mechanical license, the Springfield Municipal Code requires a minimum of the following:

➤ **Mechanical License- Residential:**

- A. Five(5) years practical experience in all types of mechanical work as approved by the Mechanical Commission.
- B. Provide proof of having passed the ICC Master Mechanical Exam-G29

➤ **Mechanical License- Commercial:**

- A. Seven(7) years practical experience in all types of mechanical work as approved by the Mechanical Commission.
- B. Provide proof of having passed the ICC Master Mechanical Exam-G29

Please fill out the appropriate application completely. We do not want to delay your license or contractor registration application due to lack of information. The applications may be turned in separately.

If you are applying for a contractor registration and are currently licensed from another municipality (having reciprocal testing) within the State of Illinois, and you obtained your license prior to 10/7/2007, and you have not let your license expire, please attach proof that you passed your municipality's required test. Please attach proof that your license was originally issued prior to 10/7/2007. If you are currently registered in a municipality that does not have a testing procedure in place for issuing licenses, or if your home municipality does not require a reciprocal test, and your license was issued after 10/7/2007, you may be required to show proof of having passed the ICC Master Mechanical Exam.

The City of Springfield's contractor testing is provided by The International Code Council (ICC). As of January 1, 2018 the City of Springfield Mechanical Testing no longer requires authorization and uses the ICC National Master Mechanical Exam-G29 for both residential and commercial licensing. You can also contact the ICC at 888-422-7233 or customersuccess@iccsafe.org

You will be notified in writing of the commission's determination after their meeting.

Please note; passing the ICC exam does not guarantee that a license will be granted. All other requirements of the Mechanical Ordinance Chapter 173 must be met prior to the issuance of a mechanical license.



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If you should have any questions or concerns regarding this matter, please feel free to contact the Building & Zoning Department at 217-789-2171. Kris Copelin (coordinator), Chuck Helms (inspector) or Jason Cole (inspector) will be able to assist you.

8/29/2025