



How to obtain a Mechanical License in the City of Leavenworth:

Contractor - \$200.00

(The Mechanical contractor for the company does not have to get a separate master license.)

Each contractor shall file a **Certificate of Insurance** with the City of Leavenworth certifying public liability insurance in the amount of \$300,000 for any one accident or more and the property damage and products liability in the amount of \$50,000. **Must provide a copy of your Master Mechanical Block, Experior or Prometric exam score with a 75% or better.**

Master Mechanical - \$35.00

Must work for a licensed contractor. (Must provide a copy of your Master Mechanical Block, Experior or Prometric exam score with a 75% or better.)

Apprentice Mechanical - \$15.00

Must work for licensed contractor.

Master Gas Fitter - \$35.00

Must work for a licensed contractor. *(If never worked in the City of Leavenworth before, you must provide a copy of Master Gas Fitter Block, Experior or Prometric score with a 75% or better.)*

Journeyman Gas Fitter - \$35.00

Must work for a licensed contractor. *(If never worked in the City of Leavenworth before, you must provide a copy of Journeyman Gas Fitter Block, Experior or Prometric score with a 75% or better.)*

Fireplace Contractor - \$200.00

(The fireplace contractor for the company does not have to get a separate master license.) Each contractor shall file a Certificate of Insurance with the City of Leavenworth certifying public liability insurance in the amount of \$300,000 for any one accident or more and the property damage and products liability in the amount of \$50,000. *(Credentials required – contact office for details.)*

Fireplace Apprentice - \$15.00

Must work for a licensed contractor.

The City of Leavenworth requires a separate license for each employee who works in the City limits. Each license expires on December 31st.

By Mail: You can fill out the Electrical License Worksheet and mail it in with a check and the required documentation to: The City of Leavenworth, Building Inspection Department, 100 N. 5th Street, Leavenworth, KS 66048

Or

In Person: You may fill out the Electrical License Worksheet and bring it to City Hall, 100 N. 5th Street, Leavenworth, Kansas, with the required documentation. You can pay by cash, check or credit card (Visa, MasterCard, or American Express). **Note:** Licenses may not be able to be processed at that time, but will usually get them mailed to you within one to two days.

If you have any questions, call 913-684-0378.