



Building Division
55 Grinnell Plaza
Sheridan, WY 82801
Ph: (307) 674-5941
www.sheridanwy.gov

ITEM DESCRIPTIONS FOR **JOURNEYMAN HVAC/MECHANICAL VTE FORM**

To accompany Journeyman HVAC/Mechanical applications.

Hand and Power Tools - Knowledge of trade-related hand and power tools, including appropriate use and safety thereof.

Plans, Elevations and Specifications - Ability to interpret plans and specifications.

Trade-Related Math - Knowledge of appropriate trade-related math, including material estimation and unit conversion and calculation.

Installation and Testing of PVC Systems - Ability to properly install and test PVC piping systems; knowledge of their appropriate use.

Installation and Testing of Fuel Gas Systems - Capability to properly design, size, install, purge, and test a fuel gas system; knowledge of correct safety precautions and requirements.

Air Distribution Duct Systems and Balancing - Ability to install and balance air distribution duct systems for proper volume flow.

Commercial Airside Systems - Knowledge and capability to install commercial airside systems.

Chimneys, Vents, and Flues - Ability to properly install chimneys, vents, and flues; calculate appropriate sizes and types for different applications; knowledge of correct safety precautions.

Hydronic Systems Installation and Testing - Ability to install and test hydronic systems; knowledge or correct safety precautions.

Heating Systems - Capability to properly install heating systems.

Cooling Systems - Ability to properly install cooling systems.

Indoor Air Quality - Knowledge of indoor air quality requirements and hazards; ability to install air quality equipment and perform necessary tests for determining air quality.

System Startup and Shutdown - Capability of performing proper system startup and shutdown after installation.

Heating and Cooling System Design - Ability to properly design heating and cooling systems, including calculation of heating and cooling requirements for different rooms.

EPA License - Knowledge of EPA requirements for HVAC.

Alternating Current Concepts - Knowledge of alternating current system components and applicable safety practices for testing on AC systems.

Control Circuit Troubleshooting - Knowledge of control circuit functioning; ability to test and troubleshoot control circuits.

Energy Conservation Equipment - Knowledge of various energy conservation equipment; ability to install energy conservation equipment.



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Journeyman HVAC/Mechanical **Trade Experience Verification (Form JM)**

The applicant identified below has applied for a License with the City of Sheridan. Regulations require verification of the applicant's construction experience on specific skills by someone who has supervised the applicant. You have been identified by the applicant as a person having direct knowledge of the applicant's experience in the skills identified below. Incorrect or misleading information can result in the applicant's disqualification for licensing. You may be contacted for additional details and to verify the information provided.

Incomplete forms will not be accepted.

To Be Completed By Applicant:

APPLICANT NAME: _____	PHONE: _____
EMPLOYER AT TIME OF EXPERIENCE: _____	
EMPLOYER ADDRESS (Mailing Address, City, State, Zip): _____	
EMPLOYER CONTACT NUMBER: _____	
APPLICANT POSITION AT TIME OF EXPERIENCE: _____	
DATES OF EMPLOYMENT (MM/YYYY): _____ TO _____	

To Be Completed By Person With Direct Knowledge Of Applicant's Experience:

NAME OF PERSON COMPLETING FORM: _____ **PHONE:** _____

PROFESSIONAL RELATIONSHIP TO APPLICANT (Supervisor, etc): _____

SKILL LEVEL EVALUATION:

The person completing the form is to check the corresponding box for the applicant's skill level in the listed areas. For the purposes of this form, the skill level definitions are as follows:

- N/A - No experience / not applicable
- NOVICE - Needs constant or frequent supervision
- PROFICIENT - Needs occasional supervision / completed work must be checked by supervisor
- ADVANCED - Capable of performing work independent of supervision or review

Please check the box corresponding to applicant's skill level for each of the following items:

SKILL/KNOWLEDGE	N/A	NOVICE	PROFICIENT	ADVANCED
Hand and Power Tools				
Plans, Elevations, and Specifications				
Construction Site Safety				
Trade-Related Math				
Installation and Testing of PVC Systems				
Installation and Testing of Fuel Gas Systems				
Commercial Airside Systems				
Chimneys, Vents, and Flues				
Hydronic Systems Installation and Testing				
Heating Systems				
Cooling Systems				

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Journeyman HVAC/Mechanical
Trade Experience Verification (Form JM)
(continued)

Please check the box corresponding to applicant's skill level for each of the following items:

SKILL/KNOWLEDGE	N/A	NOVICE	PROFICIENT	ADVANCED
Indoor Air Quality				
System Startup and Shutdown				
Heating and Cooling System Design				
EPA License				
Alternating Current Concepts				
Control Circuit Troubleshooting				
Energy Conservation Equipment				

AFFIDAVIT OF PERSON COMPLETING FORM

The following Affidavit shall be completed by the person identified above as having direct knowledge of the applicant's experience on the above described project(s). The Affidavit is to be signed and notarized before a notary public.

I, (print name) _____, (print title) _____, the undersigned, certify that the statements made in this application are true. I acknowledge that any false, deceptive, or fraudulent statements made in this application or at a hearing on the same will result in the denial of licensure with the City of Sheridan and may subject me to charges of false swearing or perjury.

Date:

Signature of Agent for Applicant

STATE OF _____)
 COUNTY OF _____)

On this _____ day of _____, 20____, the above and foregoing was subscribed and sworn to before me by _____, whom I know personally or whose identity was proved to me on the basis of satisfactory evidence.

 Notary Public
 My commission expires:

Witness my hand and official seal: