

CITY OF MIDDLETOWN, OHIO
RULES FOR COMPLETION OF CRAFT LICENSE EXAMINATION APPLICATION
FOR MASTER UNDERGROUND UTILITY CONTRACTOR

The applicant for a master license shall be at least twenty-one years of age and shall have had at least two years of practical experience in doing sewer work.

The test consists of 50 short-answer questions. A time limit of two hours will be allowed.

1. Application must be completely filled out. Any application submitted to the Chief Building Official with blanks will be rejected and returned to the applicant for completion. If you feel a particular line does not apply, write "N/A" on that line.
2. The City of Middletown requires as proof of experience, any or all of the following:
 - a. Invoices or other items on company's letterhead showing that the company has been in existence the number of years claimed on application.
 - b. Letters from former customers, clients or employers explaining that you have worked in the years claimed as experience on the application. Signatures on all letters not on company's letterhead must be notarized.
 - c. Trade schools will be given six months experience for each year of schooling. Attach certificates of graduation or letters from former teachers verifying school experience.
3. Examination fee of \$200.00 must accompany this application and will entitle applicant to take the examination a second time in the event he/she fails the first examination. Make check payable to City of Middletown. Exams will be given between 9:30 A.M. and 3 P.M. on any workday. No exam will begin after 3 P.M. You will be asked to show a picture I.D.
 - a. Each applicant who fails an examination two (2) times, will not be eligible to take the exam for 1 month from the time the exam was last graded. Applicants who re-apply must pay the examination fee and all rules will still apply.
4. Refund of examination fee:
 - a. Refund of examination fee may be authorized if applied for within one year from the date of application if license applicant is not qualified to take the exam.
 - b. Refund shall be in the amount of one-half of the license application fee, less \$15.00. No refunds shall be granted where the license fee is \$30.00 or less.
5. License will be issued subject to the following:
 - a. Approval of the application by the Chief Building Official.
 - b. Applicant receiving a minimum grade of 70% on the examination.
 - c. Submittal of general liability insurance in the amount of \$300,000.
 - d. Submittal of Performance Bond in the amount of \$10,000.
6. Any applicant who passes the exam and whose license is to be issued on or after November 1st, will be credited with payment of the annual renewal fee for the following calendar year.

Please make check payable to City of Middletown. If mailing, return to:

City of Middletown
Division of Building Inspection
One Donham Plaza
Middletown, OH 45042

Exam is given at this location

**APPLICATION FOR CRAFT LICENSE EXAMINATION
MASTER UNDERGROUND UTILITIES CONTRACTOR
City of Middletown, Ohio
(513) 425-7973**

Date: _____

Name: _____

Name of Business: _____ Phone Number: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____ Phone Number: _____

City: _____ State: _____ Zip: _____

Email _____

Mailing Address Preferred: Home ☐ Employer ☐ (check one)

Experience of work or education:

List names of last three employers or trade schools attended.

Company/School Name	Type of Work	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explain in detail the type of work experience you feel qualifies you to take this exam. List number of years of this work:

I attest to the fact that information on this application is true to the best of my knowledge and that any misrepresentation is sufficient cause for the annulment of the license. I further affirm that I have read the Rules for Completion of Craft License Examination Application for Underground Utility Contractor, including the rules for refund of fees.

Application will not be accepted if it is submitted without the proper payment and proof of experience.

Signature: _____