

SHEET METAL CONTRACTOR EXAM

1. Applicants shall provide proof they have at least **12,000** hours of previous practical experience personally **installing, fabricating, altering, and repairing work** in the HVAC Sheet Metal trade. Only hours accrued while properly licensed and working for a legally licensed contractor in the Sheet Metal trade shall be credited towards the required 12,000 hours.

Letters of proof shall be notarized on company letterhead from a certified contractor in the trade in which you are applying for. The letter(s) need to say HVAC Sheet Metal and need to **state and list actual hours** that you have accumulated in the HVAC Sheet Metal trade, not just dates of employment. In lieu of previous experience (at the discretion of the Building Board, Mechanical Sub-Committee) for each year and fraction thereof of attendance at a recognized school if the course taken by the applicant was primarily mechanical and directly related to the particular skill or trade being applied for.

(WE DO NOT ACCEPT THE STATE FORM FOR VERIFICATION OF HOURS)

2. Exam time limit is **two** hours.
3. There are two parts to this exam:
 - (1) 25 Contractor Business Questions
 - (2) 100 Questions dealing with Code Requirements for Sheet Metal and Gas Venting Installation.
4. Passing grade for Sheet Metal Contractor, is 70% on **each section** of the test. Less than 70% on one section is considered failing that section(s). In order to pass the exam, the failed sections will have to be retaken within 90 days of the original test.
5. Required study references for this exam are the Anchorage Administrative Code (Sections 23.10.104, 23.10.106, and Table 3-O), **2018** edition of the **International Mechanical Code (Chapters 2-10)**, **2018** edition of the **International Fuel Gas Code (Chapters 2, 3, 5 & 6)**, in addition to the **IMC and IFGC LOCAL AMENDMENTS** adopted by the Municipality. Additional helpful study references are the **2018 IMC Study Companion** and the **2018 IFGC Study Companion**.
Amendments: www.muni.org/bsd
Choose Codes, Policies & Handouts

(All study material can be purchased at www.iccsafe.org or www.iapmo.org)

There is no specific study material for the contractor business questions at this time; however, the questions deal with Federal, State and Municipal Laws pertaining to Bonding, OSHA, Taxes, Workman's Compensation, and Wages. Some information on these requirements can be obtained from the IRS, Alaska Department of Labor, Alaska Department of Revenue, and Federal Department of Labor.
6. The dates for **2025 SHEET METAL CONTRACTOR EXAM** are listed below. Also listed are the cutoff dates for having applications submitted to take the exam.
7. **TEST LOCATION:** Building Safety Training Room, 4700 Elmore Road
8. **TIME OF EXAM:** **1:00 PM**

LAST DATE TO SIGN UP	EXAM DATE
January 31, 2025	FEBRUARY 5 2025
March 28, 2025	APRIL 2 2025
May 30, 2025	JUNE 4 2025
August 1, 2025	AUGUST 6 2025
September 26, 2025	OCTOBER 1 2025
November 26, 2025	DECEMBER 3 2025

A. ALL APPLICANTS

1. All exams are "**closed book**" (NO REFERENCE MATERIAL ALLOWED).
2. You will need a photo ID at time of "**sign-in**" for the exam.
3. Pencils, erasers, and straight-edge are provided.
4. Calculators are allowed (**not provided**).
All cell phones shall be stowed away during the test.
5. Reference material to study for taking exam must be arranged and obtained by applicant and at applicant's own expense.
6. Passing grade for **CONTRACTORS** is 70% on **each section** of the test.
7. Individuals who submit an application to take an examination and pay the prescribed exam fee, must show up to take the exam or the test fee is forfeited. No postponements for future exam dates will be considered (except for emergencies). No refund for exam fees will be granted.
8. Individuals who fail the examination as prescribed by the Building Board will, upon request, be informed of their examination scores and the area(s) in which they failed. Individuals who disagree with the test result may request a hearing with the Mechanical Subcommittee of the Building Board to discuss the results of the examination, 343-8211, opt #1.
9. Individuals who fail the examination for which they applied, must apply for re-examination. No consideration will be given to a person for getting any other type of license other than the one that was applied for.
10. The Municipality of Anchorage policy for issuing temporary work permits is as follows: Temporary work permits will only be given (1) time to applicants taking the Journeyman exam and must be for the next available exam. No temporary work permit issued for a CONTRACTOR category.

EXAM APPLICATION FOR CERTIFICATE OF QUALIFICATION

OFFICAL USE ONLY

Municipality of Anchorage
Building Safety Division
4700 Elmore Road
343-8211, opt #1 Key 14

Exam Date _____
Fee Paid \$90.00
Receipt Number _____
Paid by CK/CA/CH _____
Date Received _____

Sheet Metal Contractor \$ 90.00

This application, when properly filled out, signed, and submitted to the Building Safety Division, Municipality of Anchorage, together with any necessary supporting documents and fees, will be reviewed by the Administrative Authority. Applicants whose education, training, and experience qualifications are not found to be in accordance with the requirements of the laws and administrative rules pertaining thereto will have to appear before the Board of Mechanical Examiners & Appeals for final approval of the application before being admitted to further examination.

APPLICANT'S NAME _____

MAILING ADDRESS _____ City _____ Zip _____

EMPLOYER _____ WORK# _____

TELEPHONE HOME () _____ CELL _____

HAVE YOU TAKEN THIS EXAMINATION PREVIOUSLY? _____ DATE _____

The undersigned being duly sworn, deposes and says that the above stated information is true and correct. I FURTHER REALIZE THAT TO FALSIFY SAID STATEMENT CONSTITUTES PERJURY AND I MAY BE PROSECUTED UNDER THE STATE PENAL CODE FOR PERJURY.

APPLICANT'S SIGNATURE: _____ DATE: _____

MUNICIPALITY OF ANCHORAGE
Development Services Department
Building Safety Division
Licensing Section



PAYMENT

Total Payment: _____ \$90.00

KEY: 14

CASH CHECK Check #: _____



There is a 2.75% service fee on all credit card transactions.

VISA MASTERCARD

Name on Card: _____

Name of Business: _____

Phone #: _____

Card Number: _____

Expiration Date: _____ (CW2) 3 digit PIN on back _____

Credit Card Statement Address: _____

1. **Deliver/ Mail:** Development Services
Building Safety Division
Attn: **Licensing**
4700 Elmore Rd
Anchorage, Alaska 99507

2. **Email:** permitcounter@muni.org