



**THE CITY OF POUGHKEEPSIE
NEW YORK
BUILDING DEPARTMENT
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4007 Fax: (845) 451-4006**

OIL EXAMINATION APPLICATION

1. Under the City of Poughkeepsie Code of Ordinances under Section 6-179, persons applying to be licensed to engage in or conduct the business of installation of oil heat producing equipment shall present satisfactory proof that (s) he is competent to make such installation and has been engaged in the installation of such equipment for a period of at least four (4) years prior to the date of application; or has graduated from a four-year college or university with major course work in heating engineering and has at least one (1) year of experience as a journeyman heating contractor; or (s) he shall be a licensed Professional Engineer.
2. With each application for examination, there shall be a fee of **one-hundred fifty (\$150.00) dollars**. This fee shall be non-refundable. Please make check payable to the "City of Poughkeepsie."
3. When filling out the application, please make sure that you fully complete the application.
4. Upon completion of the application, please have a Notary Public sign the application.
5. All applications must be in the Building Inspector's office at least thirty (30) days prior to the examination date.
6. All examinations will be given by appointment only. The date and time of the exam will be determined by the Building Inspector. All of the questions on the test will cover the present Mechanical Fuel Gas Code of New York State.
7. Notification of the results of the examination will be completed within thirty (30) days after the exam date.



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APPLICATION FOR OIL LICENSE

To the Building Inspector of the City of Poughkeepsie:

I hereby apply for the examination for the installation of oil heat-producing equipment; and in compliance with the provisions of the General City Law of the City of Poughkeepsie, do hereby certify under oath, as follows:

1. My name is: _____
2. My place of birth: _____
3. I am a citizen of : _____
4. My current residence address/phone: _____

5. My business address/phone: _____

6. My current occupation (position): _____

7. My occupation and the name and address of my employers during the past five (5) years have been.

NOTE: the address must be included and the phone number is requested.

<u>OCCUPATION POSITION</u>	<u>FROM</u> (mo/yr)	<u>TO</u> (mo/yr)	<u>EMPLOYER</u> (address/phone#)



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8. I now hold a license to install oil heat-producing equipment for : (Note: please give license number/date of issuance)

9. List at least three (3) heating jobs that you have done as a license heating person:

CUSTOMER'S NAME & ADDRESS **DATE** **OIL INSPECTOR**

Signature of Applicant

Sworn to before me this
____ day of _____, 20 ____.

Notary Public