



COMMONWEALTH OF KENTUCKY  
Public Protection Cabinet  
Department of Housing, Buildings and Construction  
DIVISION OF BUILDING CODES ENFORCEMENT  
ELEVATOR SECTION  
101 Sea Hero Road, Suite 100  
Frankfort, Kentucky 40601-5405  
Telephone: 502-573-1694 Fax: 502-573-1059



**ELEVATOR MECHANIC LICENSE APPLICATION**

*Please type or print application. Answer all questions on both sides of this application.  
An application fee is to be submitted payable to Kentucky State Treasurer.*

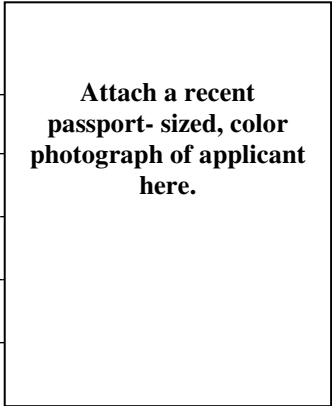
1. Name: \_\_\_\_\_  
*Last First MI*

Address: \_\_\_\_\_  
*(Street, Route or Box Number)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Email address: \_\_\_\_\_



2. Current Employer or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Street, Route or Box Number)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Federal ID Number (Business) \_\_\_\_\_

3. Elevator Experience History: Education, Training or Apprenticeship Program  
\*Use additional sheets, if necessary. Begin with most recent work, education or training experience.

Name of Company/School/Apprenticeship Program: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Street, Route or Box Number)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Dates of Attendance: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Type of Elevator Work/Training \_\_\_\_\_

\_\_\_\_\_



Name of Company/School/Apprenticeship Program: \_\_\_\_\_

Address: \_\_\_\_\_

(Street, Route or Box Number)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Dates of Attendance: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Elevator Work/Training \_\_\_\_\_

4. Have you previously held a Elevator Mechanic's license in the Commonwealth of Kentucky? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list license number and date you were first licensed. (Attach copy of license, if available)

License Number: \_\_\_\_\_ Date: \_\_\_\_\_

*The commissioner, in accordance with KRS Chapter 13B, may refuse to issue, suspend, revoke, or refuse to renew the license or certificate of any licensee or certificate holder pursuant to KRS 198B.4033.*

*Please fill in each circle acknowledging that you have included the following:*

Completed Application and required supplemental documentation (valid for one year from date of receipt)

An initial application fee (submitted to the Department and payable to Kentucky State Treasurer).

\_\_\_\_ (Initial) I am not in default of any student loans backed by the KHEAA (Kentucky Higher Education Assistance Authority). I understand that if I am in default of any student loans backed by the KHEAA, I cannot receive a Kentucky Elevator Mechanic license at this time.

\_\_\_\_ (Initial) I confirm that all information contained on and submitted with this application is current and true to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMMONWEALTH OF KENTUCKY

COUNTY OF \_\_\_\_\_

The applicant, whose name is, \_\_\_\_\_, being duly sworn declares that foregoing subscribed statements are true to the best of their knowledge and belief, and that they have personally signed this application.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**For Office Use Only**

Date Received \_\_\_\_\_

Approved \_\_\_\_\_

Issue \_\_\_\_\_

Pending \_\_\_\_\_

Board Review \_\_\_\_\_

Elevator Mechanic # \_\_\_\_\_

Issue & Status \_\_\_\_\_

## **Read this section carefully!**

The following information shall be submitted with application:

- One Passport sized photograph taken within 3 months of application.
- Documentation for verification of experience. (i.e. official Tax documents, copies of business licenses, sworn affidavit attesting to your experience or any other valid documentation of experience). For a complete list of documentation examples, go online to <http://dhbc.ky.gov>.
- If applicable for proof of experience, Mechanic license applicants shall provide a copy of certificate of completion of nationally recognized training program, apprenticeship program or apprenticeship registration.
- Proof of passage of written, oral, or computerized examination if applying pursuant to KRS 198B.4013(2)(a).

Passage of a written, oral, or computerized examination administered by the department based upon the most recent referenced codes and standards

**❖ Annual Fee for Elevator Mechanic License \$96 (\$8 per month)**

**❖ A nonrefundable fee must be submitted with this application. Without this fee, this application will not be processed.**

**❖ License shall be pro-rated for initial activation. The Division shall issue a license for no less than 7 months and no more than 18 months, based upon your birth month and time of application.**

**Mail checks only.**

**Credit card payments are available online.**

**Make checks payable to *Kentucky State Treasurer*.**

## Elevator Mechanic License Initial Fee Chart

Use the chart below to determine the correct fee for application. The fee is based on your birth month and the month which you are applying. Add the fees if you are applying for multiple licenses.

**Example:** If you were born in October and you are applying in July, then the Elevator Mechanic application fee is \$120. This license would be valid for 15 months. Each time you renew your license after your initial activation, your license will be valid for one year and will be subject to annual renewal in October (your birth month).

### Elevator Mechanic License

#### Month you are Applying

Birth Month	Month you are Applying											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Jan	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00
Feb	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00
Mar	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00
Apr	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00
May	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00
Jun	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00
Jul	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00
Aug	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00
Sep	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00
Oct	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00
Nov	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00
Dec	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00