

**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.
  - a. 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.
  - b. 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 a \$10,000 bond.
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**

**Division of Building Inspection • One Donham Plaza • Middletown, OH 45042 • (513) 425-7973 Fax (513) 425-7921**

**APPLICATION FOR CRAFT LICENSE EXAMINATION  
MASTER UNDERGROUND UTILITIES CONTRATOR  
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: \_\_\_\_\_

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: \_\_\_\_\_

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## **NOTICE**

### **ALL MASTER REGISTRATION APPLICANTS**

City of Middletown Codified Ordinances Nos. 1416 1422, 1428 and 1430 require that every person working on the job site be registered to work in the city. They must possess a master, journeyman, or apprentice registration issued by the Division of Building Inspection.

**Master** registrations can be issued upon:

Providing a State of Ohio Certificate for the trade you desire to become registered in, providing a certificate of insurance in the minimum amount of \$300,000 and paying the required fee of \$200.00.

Plumbing contractors must also provide a bond in the amount of \$10,000.

An underground utility contractor's registration can be issued to contractors working on water and/or sewer lines after taking and passing the City of Middletown exam. The exam fee is \$200.00. After passing the exam the contractor must provide a certificate of insurance in the minimum amount of \$300,000 and a bond in the amount \$10,000.

**Journeyman** registrations are only issued upon paying the required fee of \$50.00, and passing the examination. A registration can be issued through reciprocity, for journeyman electricians only, if the journeyman exam was taken in Hamilton and the registrant holds an active journeyman license issued by the City of Hamilton

**Apprentice** registrations can be issued by payment of the required fee of \$20.00. The applicant must fill out an application that is signed by the master registration holder of the company for whom they are working.

**Underground utility installer** registrations can be issued by payment of the required fee. The applicant must fill out an application that is signed by the master registration holder of the company for whom they are working.

### **IMPORTANT**

Registered apprentices must work under the direct supervision of either a master or journeyman contractor, registered with the City of Middletown.

No more than 3 registered apprentices can be on a job site for each master or journeyman on the site.