

**METROPOLITAN GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY  
DEPARTMENT OF CODES ADMINISTRATION**

**APPLICATION FOR EXAMINATION AS A  
GAS & APPLIANCE CONTRACTOR**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ Home Phone Number \_\_\_\_\_  
Area Code

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_ Email Address \_\_\_\_\_

Each applicant must furnish evidence that he or she has the following experience requirements. A Degree in Mechanical Engineering may be accepted in lieu of the experience requirement. Please check which classification you will be applying for:

*Gas & Appliance..... Three (3) years experience*

**PLEASE COMPLETE THIS SECTION:**

- (1) Do you have a College Degree?    Yes        No    Major \_\_\_\_\_  
(Please provide a copy of the Degree)
- (2) Do you hold a Mechanical License in other cities?    Yes        No  
If Yes, where? \_\_\_\_\_, and Number of Years \_\_\_\_\_  
(Please provide copies and written verification).
- (3) Have you ever been administered the Block and Associates Examination for any of the above classifications?  
Yes        No (If so, please provide documentation verification - Date and Grade of Examination)
- (4) Who are you currently employed with: \_\_\_\_\_

**WORK HISTORY:**

- (1) Please provide written confirmation from past and present employers, detailing a brief work description and/or your responsibilities, along with the number of years and/or months employed with the company.
- (2) Submit a letters of recommendation pertaining to your skill in the mechanical field.
- (3) Provide copies of any licenses held in other cities or state, verified by that local jurisdiction.

Incomplete applications will not be accepted. You must attach written confirmation and documentation to this application before approval by the Chief Mechanical Inspector.

**METROPOLITAN GAS MECHANICAL  
INSTRUCTIONS FOR EXAMINATION**

**STEP I**

To apply to take the examination for a license as a **Metropolitan Gas & Appliance Contractor**, you must complete the Application for Examination form with **all** information requested. Applications are to be submitted to the Department of Codes Administration. Incomplete applications **will not** be accepted.

**STEP II**

Upon receipt of your application, it will be reviewed and considered by the Mechanical Chief Inspector.

Upon approval you will receive notification by mail. We will include copies of the Examination Summary, Study Guide references and sample questions. The reference books needed are the latest editions of the Standard Mechanical Code and the Standard Gas Code.

This examination is proctored by the Department of Codes Administration at their offices located at:

Codes Administration  
800 2<sup>nd</sup> Avenue South  
3<sup>rd</sup> Floor  
Nashville, Tennessee 37210

Should you fail to make a passing grade of 70.0% on the examination, you may apply for re-examination after a thirty- (30) day waiting period. The Examination Fee is Fifty (\$50.00) Dollars, payable by cash or check. Check is made payable to Metropolitan Government. Fee is due at the time the exam is administered.

Mail or deliver Application with required information to:

Department of Codes Administration  
Metro Office Building  
800 Second Avenue, South  
Nashville, TN 37210  
[permitissuance@nashville.gov](mailto:permitissuance@nashville.gov)  
615-862-6517

