



City of Spokane Accela Citizen Access (ACA) Trade Licenses

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Department Contact Information

ACA Department	Department	Phone Number	Email Address
Trade Licenses	Development Services Center	509.625.6300	permitteam@spokanecity.org

Trade License Types

There are nine (9) Trade Licenses you can apply for and renew online:

- Boiler Licenses
 - 1st Class, 2nd Class, and 3rd Class Boiler Operator
 - Low Pressure Boiler Operator
- Gas and Oil Licenses
 - Gas Heating Mechanic I and II
 - Gas Inspector I and II
 - Oil Inspector

New Applications

New applications can be submitted any time of the year.

An exam must be taken within six months of the application date. If it's not taken within six months, you will need to reapply and pay the exam fee again.

The license fee must be paid within 90 days of the date you passed the exam. If you pass the exam after September 30th, your first license will be issued for the current year through December 31st of the next year.

Apply for a New Trade License

1. Login to ACA with your username and password
2. Navigate to Trade Licenses
3. Click on **Apply for a new License**
4. Read the General Disclaimer
 - a. Check the box to acknowledge and accept the terms
5. Select a License
 - a. If you already have this license associated with your account, you should renew instead of apply. Refer to the Renewals section below
 - b. If you do not have this license associated with your account, please select *None Applicable*
6. Click **Continue**
7. Applicant
 - a. If you are the only contact on your account, please skip to step 8
 - b. If you have multiple contacts associated with your account,
 - i. Click **Select from Account**
 - ii. Select the appropriate contact for this license application
 - iii. Click **Continue**
8. Select the appropriate License Type
9. Click **Continue**
10. Review all of the information
 - a. If an edit is needed, click on **Edit** next to the section that needs to be updated and you will be redirected back to that screen
11. Read the certification
 - a. Check the box to acknowledge and agree
12. Click **Continue**
13. Click **Check Out**
14. Click **Checkout**
15. Enter all required fields
 - a. Do not use spaces or dashes in the credit card number
 - i. Ex: 1234123412341234
16. Click **Submit Payment**

Schedule an Exam

If you applied for a Boiler License, please contact the City of Spokane Boiler Inspector, Ed Anderson at 509-625-6313 or elanderson@spokanecity.org to schedule your exam.

If you applied for a Gas or Oil License, please contact Tena Risley at Northwest HVAC at 509-747-8810 or tena@inwhvac.org

Renewals

All licenses expire on December 31st each year. I will be notified via email when the license renewal process is open. A renewal notice will be sent in November to allow for sufficient time to renew your license before it expires. The [Renew License](#) action will be available on November 15th.

There is a 90-day grace period for renewals. After March 31st, if your license has not been renewed, you will need to apply for a new license and retake the exam.

If you have a license that needs to be renewed and you don't see the [Renew License](#) action, please contact [Development Services Center](#) before creating a new application. They can ensure that the license is connected to the appropriate ACA account. Applying for a new license when you have an existing license will require you to take a new exam and will increase unnecessary administrative involvement that will delay processing times.

If you didn't apply for your original license on ACA, you can Register for an Account and a Permit Technician will connect your license and account so that you can renew your license online. Send an e-mail to [Development Services Center](#) with your ACA User Name and your License Number. Please do not send your password.

Renew an Existing License

1. Login to ACA with your username and password
2. In the blue bar, click on **My Records**
3. Expand the Trade Licenses section by clicking on the **right-facing arrow**
4. In the Action column, click on [Renew License](#)
5. Follow Steps 7 – 16 in [Apply for a New Trade License](#)

Print Your Trade License

1. Login to ACA with your username and password
2. In the blue bar, click on **My Records**
3. Select the license you'd like to print by clicking on the **Record Number**
 - a. Make sure to click on the Active Local License, not the Application
4. Scroll to Record Details
5. Click **Print/View License**
6. Print the page as you normally would following the instructions on your computer

Trade License Fees

License	Exam Fee	Annual Fee
GAS and OIL LICENSES		
Gas Heating Mechanic I	\$24.00	\$36.00
Gas Heating Mechanic II	\$24.00	\$48.00
Gas Inspector 1	\$24.00	No charge
Gas Inspector 2	\$24.00	No charge
Oil Inspector	\$24.00	No charge

License	Exam Fee	Annual Fee	Requirements	Authorization
BOILER LICENSES				
1 st Class Boiler Operator (1stC)	\$24.00	\$48.00	Two (2) years of practical experience as a boiler operator with eighteen (18) months of that experience in a high pressure plant; or, certification from a recognized school of technology devoted to steam engineering and one (1) year of practical experience as a boiler operator.	Holder is authorized to operate any and all boilers.
2 nd Class Boiler Operator (2ndC)	\$24.00	\$36.00	One (1) year of practical experience as a boiler operator in a high-pressure plant.	Holder is authorized to operate a steam plant not exceeding 8,000,000 BTU input or act and operate as assistant operator to a 1 st C.
3 rd Class Boiler Operator (3rdC)	\$24.00	\$30.00	One (1) year of practical experience as a boiler operator.	Holder is authorized to operate a steam plant not exceeding 4,000,000 BTU input or to have charge of an opposite shift to a 2ndC.
Low Pressure Boiler Operator	\$24.00	\$24.00	No experience required. Applicant must be, at least, 18 years old.	Holder is authorized to operate any low-pressure boiler not to exceed 15 lbs (steam) or not to exceed 160 PSI and/or 250 degrees Fahrenheit (water).