

**APPLICATION FOR  
CERTIFICATE OF LICENSE FOR MOTOR FUEL STORAGE AND DISPENSING SYSTEMS (W-16)**

**Submit completed form and all attachments to:  
Director of Licensing  
Bureau of Fire Prevention  
Fire Department – City of New York  
9 MetroTech Center – Room 1S -1C  
Brooklyn, NY 11201-3857**

**Instructions:** This application must be completed by an individual prior to taking the exam. You will be contacted once the application is approved. Please make sure to fill out every field accurately as all fields are required to qualify. The completed application should be forwarded to the address above, with a check or money order made payable to the *New York City Fire Department* for the application fee of \$145 (CC 26).

**ORIGINAL**

**RENEWAL (Include COF # \_\_\_\_\_)**

**SECTION A – APPLICANTS INFORMATION**

**Social Security Number**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**Date of Birth**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Applicant Last Name**

**First Name**

**Middle Intl**

\_\_\_\_\_

**Applicant Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:**

(\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

**EMAIL ADDRESS**

\_\_\_\_\_@\_\_\_\_\_

## SECTION B – EXPERIENCE

In the immediately preceding five (5) year period, you must have worked full-time for at least three (3) years in the installation, alteration, testing or repair of motor fuel storage and dispensing equipment. You must obtain a letter from each employer during this period, containing the dates of your employment and describing the work you performed. The letter must be signed by a Certificate of License holder. In the section below, provide information on this work experience, beginning with the most recent experience, and working backwards. Attach additional sheets of paper if necessary.

Dates Employed __/__/__ to __/__/__	Length of Time Emp'd	EMPLOYER'S NAME & ADDRESS	Describe work performed that qualifies you to obtain C/L

## SECTION C – PLACE OF BUSINESS

Are you the owner of the corporation or business? YES [ ]      NO [ ]

If YES, attach a copy of an affidavit and proof of voting stock to prove ownership.

**Company Name:**

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**Address:**

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**Company Phone Number:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**City:**

**Zip Code:**

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## SECTION D – INSURANCE

**The minimum of a \$ 500,000 policy with the FDNY being co-named on the policy is required. Include copy of ACORD summary of the policy, created within the last 30 days, in your application. The policy must be issued by an approved insurance company that is licensed to do business in New York State and has an A.M. Best rating of A-or better.  
Termination or expiration of the policy will automatically terminate your company's approval.**

## SECTION E - EDUCATION

Attach a copy of your high school diploma or GED.

## SECTION F – OATH OR AFFIRMANCE AND ACKNOWLEDGEMENT

I have hereunto affixed my signature and I certify that, subject to penalty pursuant to the New York State Penal Law, New York City Administrative Code §15-220.1, Fire Department rule § 9-01, and any other applicable law, rule or regulation, the information provided above is true and accurate.

I also affirm that I will notify the FDNY in writing within 24 hours of any changes regarding this form.

\_\_\_\_\_  
*SIGNATURE*

\_\_\_\_\_  
*DATE*

**REQUIREMENTS FOR OBTAINING CERTIFICATE OF LICENSE TO INSTALL, ALTER, TEST OR REPAIR  
MOTOR FUEL STORAGE AND DISPENSING SYSTEMS W-16**

Possession of a Certificate of License ("COL") is required by the New York City Fire Prevention Code (Chapter 4 of Title 27 of the New York City Administrative Code) in order to install, alter, test, and repair storage tanks and dispensing systems for flammable motor fuel (gasoline) or combustible motor fuel (diesel). In order to obtain a COL, you must submit proof that you meet the requirements listed below, and you must pass the Department's written examination. You may not take the examination until after the satisfactory review of your submissions. You may submit your application and the accompanying submissions by mail or in person to: New York City Fire Department, Attention: COL Review, Bureau of Fire Prevention, 9 MetroTech Center - 1<sup>st</sup> Floor, Brooklyn, New York, 11201-3857. If you have any questions, please contact (718) 999-1102.

**PRE-EXAMINATION REQUIREMENTS:** Applicants must meet each requirement listed below in order to take the examination. You may not take the examination without first providing proof that verifies each requirement.

1. Photo identification such as a driver's license or passport, or other photo identification satisfactory to the Department to prove your identity and that you are at least 18 years of age; **AND**
2. Ability to read and write the English language; **AND**
3. High school diploma or its equivalent; **AND**
4. Minimum of three (3) years full-time experience in the preceding 5 years in the installation, alteration, testing, and the repair of motor fuel storage and dispensing equipment (signed by a Certificate of License holder); **AND**
5. Liability insurance of not less than \$500,000, naming the City of New York and the Fire Department as additional insured's, **AND**
6. Controlling interest in the corporation or business. (An affidavit and proof of voting stock is acceptable.)

**NOTICE OF EXAMINATION**

The examination will consist of 100 multiple-choice questions, administered on a "touch screen" computer monitor, and will appraise the applicant's familiarity with the law, rules and regulations established for the installation, alteration, testing and repairing of various kinds of gasoline, diesel fuel oil (for motor vehicles) and other volatile flammable oil equipment including above-ground tanks for diesel motor fuel storage; the various methods and problems of installation; the principles and parts of all related equipment; and the care and safety that should be exercised by both the installer and the occupant when the latter assumes operation. Applicant must attain a score of at least 70% in the test in order to qualify for the COL.

A special handout entitled Study Materials Listing for Examination to Install, Alter, Test and Repair Underground Storage Tanks to wit: Gasoline, Diesel Fuel Oil (used for the operation of motor vehicles) and other Volatile Flammable Oils should be attached to this application. If the listing is not attached, you obtain it at the Fire Department Bureau of Fire Prevention, 9 MetroTech Center, 1<sup>st</sup> Floor, Brooklyn, NY 11201.

**Combined Fee for Examination Fee & Issuance Fee: \$145.** Cash, check or money order made payable to "New York City Fire Department" must accompany each application. Retain your money order receipt as proof of application. The fee entitles you to take one written test. Additionally, the fee entitles you to a second opportunity to take the written test if you obtain a failure mark between 65% and 69%. You may avail yourself of this second opportunity no sooner than thirty (30) days, but no later than ninety days after the written test. You must surrender the **Failure Notice** at the time you take the second test. It is your responsibility to safeguard the Failure Notice. No second opportunity test will be given without the Failure Notice. If you fail the written test with a score below 65%, you may not take a second written test sooner than thirty (30) business days after the date of the first written test, and you must pay the \$145 fee.

**Test Dates:** After the satisfactory review of your application and the material submitted, the Department will contact you to make an appointment for the written test.