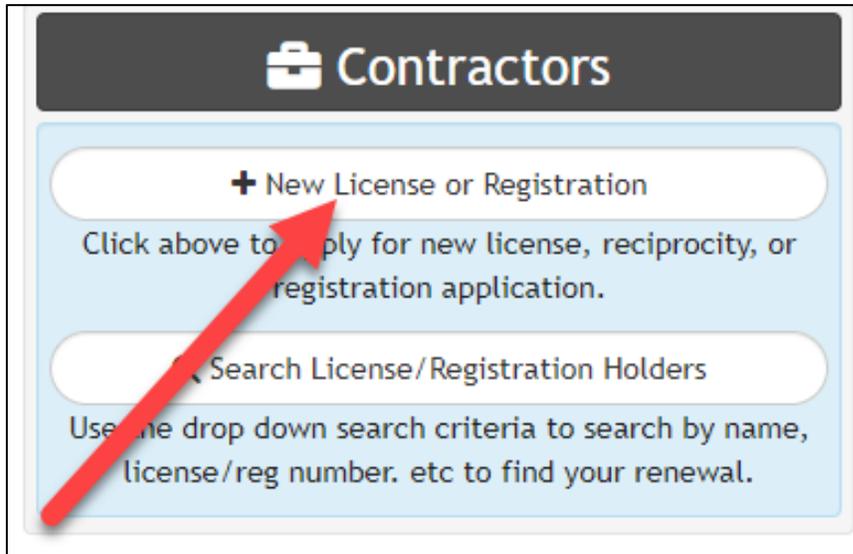


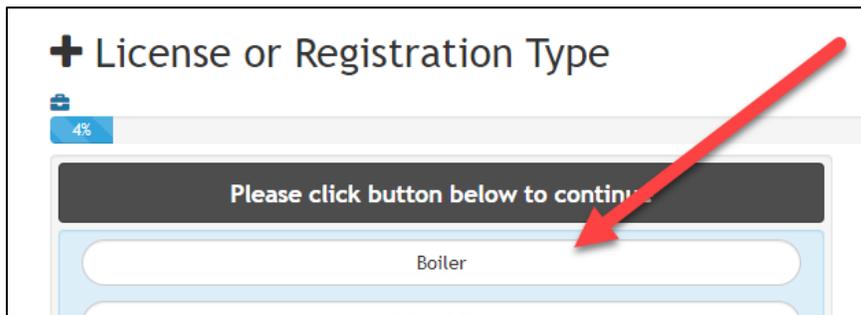
# Submitting a Boiler Plant Application

To apply for a boiler plant license, please create an account in iMS. For more information on creating an account, visit our website.

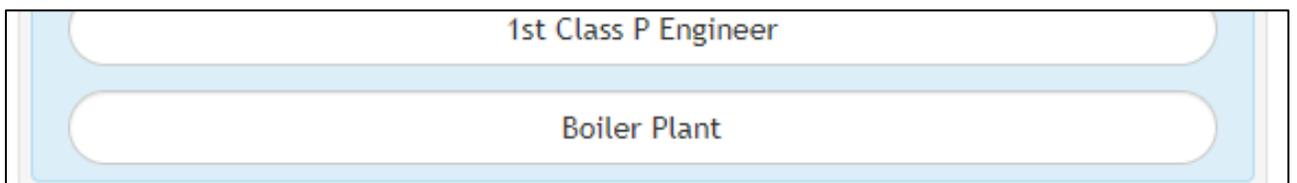
1. On the home page, click “New License or Registration” in the Contractors tile.



2. Click on the “Boiler” type.



3. Click “Boiler Plant”.



4. Complete requested information through the application process.
  - a. Boiler Plant Information
  - b. Plant Horsepower
  - c. Plant Manager information
  - d. Chief Engineer
    - i. Use the search bar to search by Chief Engineer license number or name. Once the search results appear, select the Chief Engineer license belonging to the Chief on record.
  - e. Upload the list of Licensed Engineers
  - f. Upload training materials
    - i. You can also skip the material upload and opt to mail in the documents. At the end of the application, you will submit the application. On the summary screen you will see an application number. To expedite the processing of your application, write the application number on the training materials submitted.

