

INSTRUCTIONS - REPAIR PERMIT

Kentucky requires that [generally] all repairs be done by an “R” Stamp holder.

Piping repairs should not be included in a repair permit. See “Piping Installation” permit.

New heat exchangers installed in HWH/HWS boilers are [generally] not a repair. They are considered a new boiler. See “Boiler Installation” permit.

Line 1: Give the license holder’s name and the company name, include phone number.

Line 2: Give the KY license number, “R” Stamp number and “R” Stamp expiration date. Kentucky requires that all repairs be done by “R” Stamp holders unless noted below. If the repair is not an “R” Stamp repair, the state inspector can accept the repair, and the Kentucky Repair Permit is all that is needed. Kentucky does recognize “Routine Repairs” as defined by the NBIC.

- a) Cast Iron Sectional Boilers – general
- b) “touchup roll” boiler tubes. No new tube installation. No welding. Only re-roll tubes to fix weeps.
- c) Piping, including BEP which is not welded to the vessel. The AI may accept BEP repairs.

NOTE: The repair contractor is responsible to have the AI sign and date the Kentucky Repair Permit, and return the signed permit to the state boiler office within 30 days of the date of issue. If the repair has not been completed and accepted by the AI within 30 days, the contractor must give reason. If the AI has not signed the Kentucky Repair Permit, but has signed a R-1 or R-2 form and the form has been sent to the National Board, a copy of the signed R-1 or R-2 may be attached to the Kentucky Repair Permit in lieu of signing the permit.

Line 3: Give the name of the business as it appears on the sign on the front of the building. Do not give a corporate name. Give the address of the actual location.

Line 4: Give the KY# of the object being repaired. If no KY# is assigned, the repair contractor must request that a state inspector assign one. The repair permit cannot be processed without a KY#. Give the National Board number of the vessel. (A NB number does not relieve the requirement for a KY#). Give the approximate date that the repair will be made, or a beginning and ending date.

Line 5: Give as detailed a description as possible in the space provided.

Line 6: Give the name and phone# of the person who requested the repair.

Line 7: If the AI has inspected the repair prior to the repair application, then the AI signs here. Also give the AIA name.

Line 8: The KY commission number of the AI and date signed.

Select the appropriate fee range. Make check payable to: KENTUCKY STATE TREASURER.