**§ 953. License procedure.** All applications for licenses shall be submitted to the department in writing on forms furnished by the commissioner and shall contain the information set forth in this section as well as any additional information that the commissioner may require. The commissioner shall also set fees for licensing under this section. Upon approval of an application for a license the commissioner shall issue such license which shall be valid for two years. The fees for such license and renewal thereof shall be set by the commissioner. Any denial for such application shall set forth the reasons therefor.

1. Applications for business licenses. Every application for a license under this article shall include the following:

(a) the name, residence address, and business address of the applicant;

(b) the number of years the applicant has engaged in the business or practice of elevator contracting;

(c) the approximate number of persons, if any, to be employed by the applicant;

(d) evidence that the applicant is or will be covered by general liability, personal injury, and property damage insurance; and

(e) any other information which the commissioner may require.

2. Application for occupational licenses. Every application for a license under this article shall include the following:

(a) the name and residential address of the applicant;

(b) the relevant experience of the applicant, including years, or hours, or both, of experience in performing elevator and conveyance work, or elevator inspection work, or both and the nature of such experience, and the names of the elevator contractors or elevator inspection contractors that the applicant has worked for, including the license numbers of such contractors;

(c) any training completed by the applicant, including certificates of completion;

(d) any continuing education completed by the applicant, including certificates of completion;

(e) the name and license number, if known, of the elevator contractor or elevator inspection contractor that the applicant works for or seeks

to work for; and

(f) any other information which the commissioner may require.

3. The department shall maintain and publish a registry of all licenses issued pursuant to this section and shall make the registry available on its website.