

**Office Use Only**

Date Received: _____

Staff Receiving: _____

Application Number: _____

HVAC CONTRACTOR LICENSE NEW & RENEWAL APPLICATION

Rochester Code of Ordinances [Chapter 4-3](#) applies to Heating, Ventilation, and Air Conditioning (HVAC) licenses and requires anyone engaged in the business of a contractor to be licensed by the City.

Licenses must be renewed every year, with the license period running from January 1 through December 31. Required fees must be paid when an application is submitted. An application is typically processed within 30 days.

Instead of sending in this form, applications can be submitted online through the Accela Citizen Access portal. See the following instructions:

Register Public User Account (video): <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=761310>

Applying for a New License (PDF): <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=1210117>

Submitting a License Renewal (PDF): <https://www.rochestermn.gov/Home/ShowDocument?id=25701>

CHECKLIST

REQUIRED ITEMS THAT MUST BE SUBMITTED WHEN THE APPLICATION IS SUBMITTED

1. Fully complete all parts of the application and submit **ALL** pages, including this checklist (*Every question must be answered – write 'N/A' or 'not applicable' if necessary, on any questions*):
 - License Application must be signed by the applicant or an owner/applicant/officer
2. Licensed Master Installer(s) employed full-time by the contractor for each work classification being applied for
 - Each Master Installer has a certificate of competency for each work classification needed from the City of Rochester
 - Each Master Installer has or is currently applying for a license from the City of Rochester
3. A license fee of \$125 submitted with the application.
 - License fees are not prorated regardless of when issued during the calendar year.
 - Renewal applications not submitted by Dec. 31 will incur a 50% expired license fee.
 - An expedited license processing fee of \$50 is available for expedited licenses. If requested on the application, these licenses can be issued within 72 hours of application processing.
 - An administrative fee of \$25 will be charged for new applications submitted instead of renewals.
 - All fees are non-refundable, except when the applicant chooses to withdraw their application within 14 days of submission.
4. Proof of \$25,000 Mechanical Contract Bond (does not require original bond but must provide proof of current bond). **Please make sure the bond has been appropriately filed with the Minnesota Department of Labor and Industry:** <https://ims.dli.mn.gov/ims>
5. Proof of worker's compensation insurance as required by Minn. Stat. §176.182, unless the applicant is exempt from the requirement. Please make sure the certificate includes the following information:
 - **Certificate holder: City of Rochester, 201 4th St SE, Rochester, MN 55904**
 - **Correct business name, business structure, and business address**
6. If this is not a sole proprietorship, ensure that the business is [registered with the Minnesota Secretary of State](#)

Fill in all blanks. Write N/A if a question is not applicable.

* If you are applying after October 1 for the current year, would you also like to apply to renew this license for the following year at the same time?

- ☐ Yes- If yes, one application can be submitted, but you will need to pay the license fee for each year
☐ No

* Is this a renewal of an existing or previous license with the City of Rochester?

- ☐ Yes
☐ No

* Are you requesting an expedited review of the application?

- ☐ Yes- If yes, we will strive to issue within 72 hours. Should this occur, a \$50 fee will apply.
☐ No

STEP 1. APPLICANT INFORMATION

Information about who is completing this application

1. First Name		2. Last Name	
3. Primary Telephone Number	4. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number	6. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
7. Email Address			
8. Mailing Address		9. City	10. State
		11. Zip Code	
12. Please send official notices relating to this license to: ☐ Mailing Address ☐ Email ☐ Business Address		13. Role of the person completing the application: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other_____	

Information about the primary point of contact for this license

14. First Name		15. Last Name	
16. Primary Telephone Number	17. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	18. Alternate Phone Number	19. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
20. What is your preferred spoken language?		21. What is your preferred written language?	
22. Do you need an interpreter? ☐ Yes ☐ No			
23. Email Address		24. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other_____	

License Holder Information

Provide information about who this license will be issued to

25. Business Federal Tax ID Number	26. Business State Tax ID Number

27. Entity license will be issued to (Legal Corporate Name of Business including LLC, Inc., Co., etc., or, <i>only if sole proprietor</i> , name of individual)	28. Business Trade Name (DBA) if different than legal name		
29. Business Address	30. City	31. State	32. Zip Code
STEP 2. BUSINESS INFORMATION			
Additional Business Applicant Information			
33. Local Business Address where business may be transacted (IF DIFFERENT THAN BUSINESS ADDRESS ABOVE)	34. City	35. State	36. Zip Code
37. Type of Ownership: ☐ Sole Proprietor ☐ Corporation ☐ LLC ☐ Partnership ☐ Non-Profit ☐ Other _____	38. Date of Incorporation/ Organization		39. State of Inc./Org
40. An applicant for a contractor's license must have in full-time employment a Master Installer with a current license from the City of Rochester in the work classifications being applied for. Please check each classification being applied for and indicate the name of the individual holding a master installer license for each one checked.			
☐ Warm Air Heating Systems ☐ Hot Water & Low-Pressure Steam Heating Systems ☐ Electric Heating Systems ☐ Ventilating Systems ☐ Refrigeration & Air-Cooling Systems ☐ Gas Piping ☐ Factory Built Fireplaces, Stoves and Chimneys			
41. Has the applicant or anyone associated with this application ever had a contractor or similar HVAC license suspended by any municipality or state authority?			
☐ Yes - If yes, attach an additional sheet including a full explanation of the circumstances ☐ No			
STEP 3. BUSINESS DATA			
Worker's Compensation Insurance			
Workers' Compensation Company	Policy Number	Dates of Coverage	
OR: I certify that I am not required to carry workers' compensation insurance because:			
☐ I am self-insured. ☐ I am the sole proprietor, and I have no employees. ☐ I have no employees who are covered by workers' compensation law.			
<i>Only employees specifically exempted by statute are not covered by workers' compensation law. These include spouses, parents, and children, regardless of age. All other workers whose work is controllable by the employer must be covered.</i>			

STEP 4. NOTIFICATION AND VERIFICATION

Notice of Collection of Private Data

The information collected and required as part of a license application will be used to determine eligibility for a City of Rochester License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Rochester is unable to process this application.

Social Security Numbers and Birth Dates are classified as private data and are not available to the public. Access to this data is limited to staff with a business need to determine license eligibility, and to administer and manage the licensing program.

Disclosure of Social Security Number (or Individual Tax ID Number only for individuals without a social security number), or a Minnesota Tax ID Number is required by Minnesota Statutes 270C.72 and may be requested by and released to the Minnesota Commissioner of Revenue.

All other information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license or renewal of an existing business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <https://service.govdelivery.com/accounts/MNROCH/subscriber/new> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS YOUR LICENSE APPLICATION

I, (print name) _____, have read and understand the above information regarding my rights as a subject of government data. I acknowledge I have been provided information about what is required to obtain a business license from the City of Rochester, and how to receive notifications of proposed City ordinances. I agree I will strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Rochester and understand I can review all City ordinances on the city website or in the City Clerk's Office. I certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief, and further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of my business license.

Signature of Applicant _____ Date _____