



## HVAC MASTER INSTALLER LICENSE NEW & RENEWAL APPLICATION

Rochester Code of Ordinances [Chapter 4-3](#) and [Chapter 4-4](#) applies to Heating, Ventilating, and Air Conditioning (HVAC) licenses, and requires any person engaged in the trade or business of a master installer to be licensed to do so by the City.

Licenses must be renewed every year, with the license period running from January 1 through December 31. The current license fee is \$54, and is not prorated. If you are renewing a license and submit your application for the next year after Dec. 31, the fee rises to \$81. Required fees must be paid at the time an application is submitted.

**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 OF REQUIRED ITEMS THAT MUST BE SUBMITTED WHEN APPLICATION IS SUBMITTED

- 1.** Fully complete all parts of the application – either on paper or electronically through Citizen Access portal (*Every question must be answered – write 'N/A' or 'not applicable' if necessary on any questions*):
  - HVAC Master Installer License Application
  - Applicant's HOME address is required – license is issued to the applicant as an individual, and is valid for the individual regardless of company affiliation
  - Application must be signed by the Master Installer
  
- 2.** Must have a certificate of competency from the City of Rochester for each work classification being applied for – the competency card number needs to be the one **issued by the City of Rochester**
  - Competency Cards need to be obtained from the City of Rochester Building Safety Department – Contact Building Inspector Kirk Luthe at [kluthe@rochestermn.gov](mailto:kluthe@rochestermn.gov)
    - The City of Rochester does not have reciprocity agreements with any other cities, but certification may be granted without examination by providing copies of a master level certificate of competency from Minneapolis or Saint Paul with the competency card application **to Building Safety**
    - **DO NOT SUBMIT COMPETENCY CARD DOCUMENTATION OR APPLICATIONS TO THE CITY CLERK'S OFFICE** - Contact Building Inspector Kirk Luthe at [kluthe@rochestermn.gov](mailto:kluthe@rochestermn.gov)
  
- 3.** License fee of \$54 submitted with the application
  - License fees are not prorated regardless of when issued during the course of the calendar year.
  - Renewal applications not submitted by Nov 30 will incur a 20% late fee.
  - Renewal applications not submitted by Dec 31 will incur a 50% late fee.

### ADDITIONAL STEPS TO BE COMPLETED BY THE CITY PRIOR TO ISSUING A LICENSE:

- 4.** Review of the application by City Clerk staff to ensure completeness

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- 5. Review of the application by Building Safety Inspector to verify competency card for classifications of work
- 6. Confirmation that all requirements of [RCO 8-7-13](#) have been met, including that the applicant has paid all fees, charges, taxes, special assessments, or other debt or obligation owed to the City regarding any other matter
- 7. Approval of the license application by the City Council
- 8. Issuance of master installer license once all other steps are complete

<b>Fill in all blanks. Write N/A if a question is not applicable.</b>			
Licenses run on the calendar year, expiring on Dec. 31, and are not prorated.			
Calendar Year Applying for:			
<i>If you are applying after Oct. 1 for the current year, would you also like to apply to renew this license for the following year at the same time?</i>			
<input type="checkbox"/> YES <input type="checkbox"/> NO if yes, one application can be submitted, but you will need to pay the license fee for each year			
Is this a renewal of an existing or previous license with the City of Rochester?			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>STEP 1. APPLICANT INFORMATION</b>			
1. <b>City of Rochester</b> Competency Card Number: _____			
*Note: If you do not have a competency card issued by the City of Rochester, you must contact the Building Safety Department to get one BEFORE a master installer license can be issued.			
2. Have you ever had a master installer or similar HVAC license suspended by any municipality or state authority?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, attach an additional sheet including a full explanation of the circumstances.			
<b>APPLICANT</b>			
<b>Provide information about who is completing this application</b> <i>(may or may not be the same as the person who will be licensed)</i>			
3. First Name		4. Last Name	
5. Primary Telephone Number	6. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	7. Alternate Phone Number	8. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
9. Email Address			
PLEASE NOTE: MASTER INSTALLER LICENSES ARE ISSUED TO INDIVIDUALS, NOT BUSINESSES. ALL INFORMATION ABOUT THE LICENSE MUST GO TO THE LICENSEE DIRECTLY AT AN ADDRESS OTHER THAN THE ADDRESS OF ANY BUSINESS YOU ARE WORKING FOR.			
10. Account Mailing Address		11. City	12. State
			13. Zip Code
14. Please send official notices relating to this license to:			
<input type="checkbox"/> Mailing Address <input type="checkbox"/> Email			

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**LICENSE HOLDER**

**Provide information about who this license will be issued to**

15. First Name	16. Last Name
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17. Preferred Spoken Language	18. Preferred Written Language
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19. Do You Need An Interpreter  
 Yes       No

20. Primary Telephone Number	21. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	22. Alternate Phone Number	23. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
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21. Email Address

*Minn. Stat. § 270C.72 requires the City to collect social security numbers of all individual license applicants. A license cannot be issued without this information. Social security numbers are private data but may be provided to the Minnesota Department of Revenue as required by law.*

24. Social Security Number

25. Name of any Business with which you will be using this license (if none, write NA)

26. Business Address (or NA if not applicable)	27. City	28. State	29. Zip Code
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**STEP 2. LICENSE INFORMATION**

**LICENSE DETAILS**

30. Check the classification(s) of work applied for under this license:

<input type="checkbox"/> Warm Air Heating Systems	<input type="checkbox"/> Gas Piping
<input type="checkbox"/> Hot Water & Low Pressure Steam Heating Systems	<input type="checkbox"/> Factory Built Fireplaces, Stoves and Chimneys
<input type="checkbox"/> Electric Heating Systems	
<input type="checkbox"/> Ventilating Systems	
<input type="checkbox"/> Refrigeration & Air Cooling Systems	

**STEP 3. DOCUMENTS TO ATTACH**

- If you answered yes to question 2 about ever having had a master installer or similar HVAC license suspended by any municipality or state authority, attach a full explanation of the circumstances to this application.

**STEP 4. PAYMENT**

**SUBMIT THE REQUIRED LICENSE FEE WITH THIS APPLICATION**

License fees are not prorated, and cover the license year being applied for, expiring on Dec. 31.

**ANNUAL LICENSE FEE FOR THE PERIOD OF JAN. 1- DEC. 31:**  
**\$54**

**ADD:**

**\$12 Late Fee** for renewals submitted on or after Jan. 1 of the license year

Total paid: \_\_\_\_\_

**STEP 5. 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 in order to determine license eligibility, and to administer and manage the licensing program.

Disclosure of a Social Security Number (or Individual Tax ID Number only for individuals without a social security 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 also 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 <http://www.rochestermn.gov/i-want-to/sign-up-for/email-updates> 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 for me as an individual 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 that may apply to me governing the taxation of business and all ordinances of the City of Rochester, and understand I can review all current 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 \_\_\_\_\_