



Community Development
14600 Minnetonka Blvd
Minnetonka, MN 55345
(952) 939-8297 (Karen Telega)
Email: ktelega@minnetonkamn.gov

Mechanical, Gas Piping, and Fireplace Accessory Licensing Application

Please complete the application and **include a check for payment** with the following required information (see samples attached):

- 1) Certificate of Insurance
- 2) Mechanical Bond and
- 3) **Master** Competency card(s) showing your ability or credentials for performing the requested work. Per our city code, master competency cards are accepted from the following cities: Bloomington, Minneapolis, St. Cloud, St. Paul, St. Louis Park, or Rochester.

Minnetonka offers a one, two, or three year license based on your need. Multi-year licensing is offered at a discounted rate. If you choose a multi-year license option, you are responsible for submitting updated copies of your mechanical bond and insurance liability forms upon expiration. If this is not provided, your permits/inspections will be delayed. Please see the attached application for details on these options.

The following licenses are available:

Gas — May install, alter, repair, extend any gas piping system from the house side of the meter to appliances and may install manufactured gas or manufactured wood fireplaces.

Warm Air — May install, alter, repair, clean or extend any heating, air conditioners (under 5 tons), ventilation or exhaust system, manufactured fireplaces, fireplace stoves, stoves or other manufactured wood burning devices, incinerators, chimneys or vents. The holder of this license is the only person allowed to install furnaces.

Refrigeration — May alter, install, repair, clean or extend any cooling or refrigeration system (example: commercial walk in coolers)

Steam/Hot Water — May install, alter, repair, clean or extend any hot water low-pressure steam system.

Accessory (Fireplace only) — The holder of a Minnesota builders contractor license certificate may install, alter or repair manufactured fireplaces, fireplace stoves, stoves, or other manufactured wood burning devices and accessory items such as humidifiers, electronic air cleaners, air filter devices, residential exhaust fans and window air conditioners and other self-contained refrigeration units. The holder of this license cannot do any gas-piping or ductwork.

The City of Minnetonka distributes general city information and notices electronically through an electronic notification system. As an application for a new business license or for a renewal of an existing business license, you can sign up to receive notices through the city's electronic notification system at the city's website at eminnetonka.com. This would include getting notifications or any proposed ordinances at least ten days before the city council of Minnetonka conducts a final vote on the proposed ordinance.

Please contact the city to update and/or remove any new or terminated employees from your license. For licensing questions, please call (952) 939-8297 or ktelega@minnetonkamn.gov or for inspection & permit questions, call (952) 939-8394.




Mechanical Contractor License Application

Send license, documentation **and check payment** to: Karen Telega, City of Minnetonka, 14600 Minnetonka Blvd., Minnetonka, MN 55345. Questions on licensing? Call (952) 939-8297 or Email: ktelega@minnetonkamn.gov. The city will try to complete processing within your time schedule but may require up to five (5) business days.

| APPLICANT INFORMATION | | | |
|---|-------------|--|--|
| Business name | | | |
| DBA (if applicable) | | | |
| Address/City/State/Zip | | | |
| Phone number | | Email address | |
| MN Tax ID | | Federal Tax ID | |
| LICENSE CATEGORIES/FEEES | | | |
| <input type="checkbox"/> Gas <input type="checkbox"/> 1 Year \$ 65 (expires 01/31/2025) <input type="checkbox"/> 2 Years \$110 (expires 01/31/2026) <input type="checkbox"/> 3 Years \$145 (expires 01/31/2027) <input type="checkbox"/> Warm Air <input type="checkbox"/> Refrigeration <input type="checkbox"/> Steam/Hot Water <input type="checkbox"/> 1 Year \$ 65 (expires 01/31/2025) <input type="checkbox"/> 2 Years \$110 (expires 01/31/2026) <input type="checkbox"/> 3 Years \$145 (expires 01/31/2027) | | <p style="margin: 0;">Write the Names of Master Installer(s) employed by above company below and include copy of the master comp cards:</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p> <p>6) _____</p> | |
| FIREPLACE ONLY – NO GAS PIPING LICENSE WANTED | | | |
| <p>The licensee holder may install, alter, or repair manufactured fireplaces, fireplace stoves, or other wood burning devices.</p> | | | |
| <p>Fireplace only</p> <input type="checkbox"/> 1 Year \$ 55 (expires 01/31/25) <input type="checkbox"/> 2 Years \$ 90 (expires 01/31/26) <input type="checkbox"/> 3 Years \$120 (expires 01/31/27) | | | |
| <p>If you are not required to provide workers' compensation insurance, please check the box below.</p> <p><input type="checkbox"/> I am not required to provide workers' compensation according to Minnesota Statute 176.041.</p> | | | |
| <p>I, (we), hereby certify that the information provided herein is true and correct to the best of my knowledge and belief. I, (we), have complied with all the requirements of Section 515 of the Minnetonka City Code necessary for obtaining the license. I, (we), hereby apply for the license, subject to all conditions and provisions of the Minnetonka City Code.</p> | | | |
| Signature | Date | Print Name & Title | |

Required documentation to be included with application and payment

1. Certificate of Insurance with the City of Minnetonka listed as the certificate holder:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|----------|---|
| PRODUCER | CONTACT NAME PHONE (A/C, No, Ext) E-MAIL ADDRESS INSURER(S) AFFORDING COVERAGE NAIC # |
| INSURED | INSURER A INSURER B INSURER C INSURER D INSURER E INSURER F |

SAMPLE ONLY

COVERAGES
CERTIFICATE NUMBER: CL21111727025
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDITIONAL INSURER | POLICY NO. | POLICY EFF. DATE (MM/DD/YYYY) | POLICY EXP. DATE (MM/DD/YYYY) | LIMITS |
|----------|--|--------------------|------------|-------------------------------|-------------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR BEN/AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | 11/15/2021 | 11/15/2022 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | 11/15/2021 | 11/15/2022 | COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$ | | | 11/15/2021 | 11/15/2022 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MN) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | 11/15/2021 | 11/15/2022 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Minnetonka
14000 Minnetonka Blvd

Minnetonka MN 55345

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

2. Mechanical Contractor Bond certificate or print-out from state website: DO NOT send the application for the bond.



MECHANICAL CONTRACTOR BOND

Construction Codes and Licensing Division
Website: www.dli.mn.gov/ccld.asp

Licensing and Certification Services
Email: dli.license@state.mn.us

443 Lafayette Road N St. Paul, MN 55155
Phone: 651.284.5034

This is to certify that the certificate holder is registered as a MECHANICAL CONTRACTOR BOND in the state of Minnesota and is in compliance with Minnesota Statutes 326B.197, and has filed a \$25,000 mechanical bond to perform gas, heating, ventilation, cooling, air conditioning, fuel burning, or refrigeration work in all areas of the state during the registration period; provided the work performed complies with the State Mechanical Code and the certificate holder maintains compliance with the required bond and workers' compensation laws.

Registration : MECHANICAL CONTRACTOR BOND
RegNumber : MB
Effective Date :
Expiration Date :

SAMPLE ONLY

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VERIFY UP-TO-DATE STATUS, BOND, AND INSURANCE INFO AT www.dli.mn.gov/ccld/LicVerify.asp (ENTER NUMBER).

Source: <https://secure.doli.state.mn.us/lookup/licensing.aspx>

LICENSE/CERTIFICATE/REGISTRATION DETAIL

MECHANICAL
Class Type: CONTRACTOR Number: MBI
BOND

Application No: Status: ISSUED

Expire Date: Effect Date: 1

Orig Date: Print Date:

Enforcement Action: NO

Workplace Experience: N/A

Name:

Address:

Phone:

Business Relationship Requirements

Name: Lic/Reg No: [View license/registration]

Status: Application No:

Expire Date: Effect Date:

Orig Date:

SAMPLE ONLY

3. Master Competency Card samples from Minneapolis, St. Paul and St. Louis Park. Must say "Master" or "M" next to each competency you are applying for. "Journeyman" or "J" is not accepted as a Master Comp card.

Gas — May install, alter, repair, extend any gas piping system from the house side of the meter to appliances and may install manufactured gas or manufactured wood fireplaces.

Warm Air — May install, alter, repair, clean or extend any heating, air conditioner (under 5 tons), ventilation or exhaust system, manufactured fireplaces, fireplace stoves, stoves or other manufactured wood burning devices, incinerators, chimneys or vents. The holder of this license is the only person allowed to install furnaces.

Refrigeration — May alter, install, repair, clean or extend any cooling or refrigeration system (example: commercial coolers).

Steam/Hot Water — May install, alter, repair, clean or extend any hot water low-pressure steam system.

Cut along outer lines, fold on center line for wallet size.

City of Saint Paul
Department of Safety and Inspections

CERTIFICATE OF COMPETENCY

This is to certify that:

holds the following competencies:
Master Gasbur A
Master Oilbur A
Master PL/GF
Master Refrig A
Master Steam A

These competencies expire: 12/01/2021
Ricardo X. Cervantes
Director

Signature of Certified Card Holder
Keep this card in your possession on the job.

Please call for inspections between 7:30 and 9:00 a.m. Monday - Friday

| | |
|----------------------------|----------|
| Electrical | 266-9003 |
| Plumbing | 266-9005 |
| Mechanical | 266-9004 |
| Warm Air/Vent | 266-9006 |
| Building | 266-9002 |
| 24 hour InfoLine | 266-9096 |
| Trade License/Competencies | 266-9090 |

THIS CARD IS YOUR RECEIPT

City of St. Louis Park


This is to certify that [REDACTED] is the holder of the following Certificate(s) of Competency, valid until 12/31/2023. Proof of 6 CEU's in Mechanical Code related training will be required at time of renewal.

Applicant ID: [REDACTED]

[REDACTED]

Conditioned Air
Gas
Refrigeration

Board of Examiners



Minneapolis
City of Lakes

Certificate of Competency

Construction Code Services
250 South 4th St
Minneapolis, MN 55415

This Certificate must be renewed annually **2021** and is NOT transferrable

Name: _____

Address: _____

Minneapolis Certificate of Competency:

This is to certify that:

holds the following competencies:

| | |
|------|-----------------------|
| GFM | Gas Fitter |
| SHWM | Steam/Hot Water |
| OBM | Oil Burner |
| RM | Refrigeration |
| WAVM | Warm Air/Ventilation |
| PGM | Plumbing/Gas Specific |

These competencies expire: **11/1/2021**