

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 <u>include a check for payment</u> 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. <u>The holder of this license cannot do any gas-piping or ductwork.</u>

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 <u>and check payment</u> to: Karen Telega, City of Minnetonka, 14600 Minnetonka Blvd., Minnetonka, MN 55345. Questions on licensing? Call (952) 939-8297 or Email: <u>ktelega@minnetonkamn.gov</u>. 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 Ta	ax ID						
	LICENSE CAT	TEGORIES/	FEES						
☐ Gas ☐ 1 Year \$ 65	(expires 01/31/2025)		Write the Names of Master Installer(s) employed by above company below and include copy of the master comp cards:						
☐ 2 Years \$110 (expires 01/31/2026)			1)						
☐ 3 Years \$145 (expires 01/31/2027) ☐ Warm Air ☐ Refrigeration ☐ Steam/Hot Water			2)						
			3)						
☐ Warm Air ☐ Refrigeration ☐ Steam/Hot Water			4)						
☐ 1 Year \$ 65 (expires 01/31/2025) ☐ 2 Years \$110 (expires 01/31/2026)			5)						
☐ 2 Years \$110 (expires 01/31/2026) ☐ 3 Years \$145 (expires 01/31/2027)			6)						
3 Years \$145	(expires 01/31/2027)								
	REPLACE ONLY - NO GA								
The licensee holder may install, alter, or repair manufactured fireplaces, fireplace stoves, or other wood burning devices.									
Fireplace only 1 Year \$ 55 (2 Years \$ 90 (3 Years \$120 (
If you are not required	to provide workers' com	pensation i	insurance, please check the box below.						
☐ I am not required to	provide workers' compe	ensation acc	cording to Minnesota Statute 176.041.						
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.									
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:

A	DATE (MM/DDY	m)						
BI	HIS CERTIFICATE IS ISSUED AS A MA ERTIFICATE DOES NOT AFFIRMATIVE ELOW. THIS CERTIFICATE OF INSUR EPRESENTATIVE OR PRODUCER, AN	LY OR ANCE D THE	NEGATIVELY AMEND, EXTEN DOES NOT CONSTITUTE A CO CERTIFICATE HOLDER.	D OR ALTER THE CONTRACT BETWEEN	OVERAGE A N THE ISSUIT	AFFORDED BY THE POL NG INSURER(S), AUTHO	ICIES PRIZED	
IF	IPORTANT: If the certificate holder is SUBROGATION IS WAIVED, subject to is certificate does not confer rights to	the ter	rms and conditions of the pol	icy, certain policies				
	DUCER	tile cel	rancate noider in nea or saci	CONTACT NAME				
				DISCORP		FAX. No.		
			-	(A/C, No. Ext) E-MAL AUDRESS		(A/C, No)		
			-				1 700	MC #
				INSURER(S) AFFORDING COVERAGE				
INSII	BED			INSURER B				
				INSURERC			-	
			PLE (INSULERE INSULERE INSURERF	Υ.			
_			TE NUMBER: CL2111172702			REVISION NUMBER:		
CE	HIS IS TO CERTIFY THAT THE POLICIES OF DICATED. NOTWITH-STANDING ANY REQUI- ERTIFICATE MAY BE ISSUED OR MAY PERTI- KCLUSIONS AND CONDITIONS OF SUCH PO	REMENT AIN, THE	T, TERM OR CONDITION OF ANY O INSURANCE AFFORDED BY THE	CONTRACT OR OTHER POLICIES DESCRIBE	DOCUMENT V	MITH RESPECT TO WHICH?	THIS	
MSR	TYPE OF INSURANCE	INSO W	WO POLICY NUMBER	POUCYETT	POLICYEXP	LIMI	TS	
	CLAMSMADE COUR					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000 \$ 300,000	
						MED EXP (Any one person)	s 10,000	
A				11/15/2021	11/15/2022	PERSONAL & ADV NURY	\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLES PER:					GENERAL AGGREGATE	\$ 2,000,000	
	POLICY X JECT LOC					PRODUCTS - COMP/OP AGG	\$ 2,000,000	
	OTHER:						\$	
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	X ANY AUTO					BODILY NURY (Per person)	\$	
A	OWNED SCHEDULED AUTOS NON-OWNED		ŧ	11/15/2021	11/15/2022	BODILY NURY (Per accident)	8	
	AUTOS ONLY NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$	
							\$	
	X UMBRELLA LIAB X OCCUR					EACH OCCURRENCE	\$ 1,000,000	
A	EXCESS LIAB CLA MS-MADE			11/15/2021	11/15/2022	AGGREGATE	\$ 1,000,000	
	DED RETENTION \$						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N	N/A			11/15/2022	➤ PER STATUTE OTH-		
A	ANY DOODD ETTO DISCOUNTED EVEN (TIME			11/15/2021		E L EACHACC DENT	\$ 500,000	
	(Mandatory in NH)			,		E L DISEASE - EA EMPLOYEE	\$ 500,000	
	it yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	\$ 500,000	
DESC	RIPTION OF OPERATIONS / LOCATIONS / VEHICL	ES (ACO	RD 101, Additional Remarks Schedule, r	may be attached if more sp	sace is required)			
CEF	RTIFICATE HOLDER			CANCELLATION				
	City of Minnetonika				ATE THEREOF	SCRIBED POLICIES BE CAI , NOTICE WILL BE DELIVER / PROVISIONS.		RE
	14600 Minnetonka Blvd		ļ	A LOTAL SA DESCRIPTION OF THE SAME OF THE				
	Minnetonka		MN 55345	AUTHORIZED REPRESE	NTATIVE			

The ACORD name and logo are registered marks of ACORD

ACORD 25 (2016/03)



MECHANICAL CONTRACTOR BOND

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

Licensing and Certification Services

443 Lafayette Road N St. Paul, MN 55155

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 Reg Number: MB

RegNumber : Effective Date : Expiration Date :

SAMPLE ONLY

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

Source: https://secure.doli.state.mn.us/lookup/licensing.aspx LICENSE/CERTIFICATE/REGISTRATION DETAIL MECHANICAL. Class Type: CONTRACTOR Number: MBI Application ISSUED Status: Effect Expire Date: Date: Print Orig Date: Date: WPLE ONLY Enforcement NO Action: Workplace Name: Address: Phone: [View Name: Lic/Reg No: license/registration] Application Status: No:

Effect Date:

Expire Date:

Orig Date:

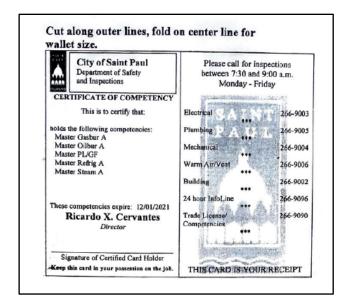
3. Master Competency Card samples from Minneapolis, St. Paul and St. Louis Park. Must say "Master" or "M" next to each competency you are applying for. "Journeyman" or "J" is not accepted as a Master Comp card.

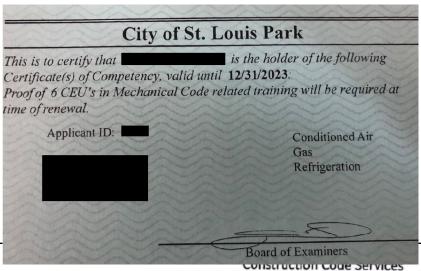
Gas — May install, alter, repair, extend any gas piping system from the house side of the meter to appliances and may install manufactured gas or manufactured wood fireplaces.

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.







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

250 South 4th St

Minneapolis, MN 55415