



BUILDING DEPARTMENT

NEW HVAC CONTRACTOR REQUIREMENTS

***Also if your license has expired past 6 months**

*An HVAC Contractor’s License may be issued to a person who is principally engaged in the business of heating, air conditioning, and/or ventilating contracting. This license entitles the holder and his/her employees to perform heating, air conditioning, and ventilating contracting work and to sell approved heating, air conditioning, and ventilating apparatus and devices.

***Application must be submitted and approved prior to Licensing**

*If your License has expired more than 6 months, an updated application, documents, and payment must be submitted and approved

- **Complete the Application Form (page 2)**
- Submit a photo ID (e.g. driver’s license)
- Be at least twenty-one (21) years of age
- Provide a statement from the Police Department of their local municipality indicating whether or not the applicant has ever been convicted of a misdemeanor or felony and if so, the crimes convicted of and the dates and places of such convictions, or a comparable statement regarding this matter
- Have at least four (4) years (or equivalent) experience in the installation, repair and maintenance of heating, air conditioning, and ventilating equipment, apparatus or equipment; and is able to furnish proof of such experience
- Submit a letter of reference from each contractor listed on the application verifying apprenticeship.
 - ❖ If you are the owner of the business, provide similar verification (e.g. Articles of Incorporation, W-2 forms, Schedule K-1 form, other tax documents showing individual and company name, etc.) from the last 4 years.
- Submit a fifty dollar (\$50.00) non-refundable application fee (this does not include Prometric’s exam registration fee)

All applicants must be reviewed by the Board of Examiners (submit application, documents, and payment to the address below). The board members have ten (10) business days to review the application to determine if requirements are met as set forth in the ordinance. Upon review, if the applicant meets the requirements either to become a licensed HVAC Contractor or to take the required Prometric exam, they will be notified of the next step and given any applicable documentation via email.

Applicants should be certain of the exam date they select. Prometric will not accept anything after the cutoff date for that particular site and month.

If an applicant has previously taken the Prometric Master Unlimited Air Conditioning Exam #C31023 (or a comparable, nationally recognized exam approved by the Board of Examiners) and passed with a score of seventy per cent (70%) or above, a reciprocal letter will be accepted and should be submitted with the application as long as the individual meets the minimum requirements as stated above.



BUILDING DEPARTMENT

APPLICATION FOR NEW HVAC CONTRACTORS (OR LICENSES EXPIRED PAST 6 MONTHS)

APPLICANT'S NAME: _____ DATE: _____

ADDRESS: _____ TELEPHONE NUMBER: _____

DATE OF BIRTH: _____ EMAIL ADDRESS: _____

OCCUPATION FOR LAST 4 YEARS:

COMPANY NAME: _____ COMPANY NAME: _____

ADDRESS: _____ ADDRESS: _____

TELEPHONE NUMBER: _____ TELEPHONE NUMBER: _____

DUTIES: _____ DUTIES: _____

YEARS OF SERVICE: _____ YEARS OF SERVICE: _____

*List any others on reverse side

TOTAL YEARS OF EXPERIENCE: _____ JOURNEYMAN: _____ HVAC CONTRACTOR: _____

*If you have had less than 4 years of applicable HVAC experience, please provide information regarding your education.

*If you have already taken and received a passing score (70% or greater) for the Master Unlimited Air Conditioning Exam with Prometric (previously Block or Experior) or an internationally recognized exam, please provide exam results or reciprocal letter for review.

I, _____ BEING DULY SWORN UNDER OATH, DEPOSE and say that all the statements in this application herewithin are true. I will be responsible for compliance with all ordinances and laws in effect governing work performed under building permits issued by the St. Joseph County/City of South Bend Building Department.

Signature of Applicant

Subscribed and Sworn to before me this _____ day of _____

Signature of Notary

My Commission Expires: _____

Resident of _____ County

HVAC CONTRACTOR LICENSE REQUIREMENTS

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

HVAC LICENSING REQUIREMENTS

***After Application is submitted and approved to become a licenses HVAC contractor (after providing documentation of scoring at least a 70% on an accepted exam) please provide the following:**

1. Provide Original Surety Bond as follows:
 - **Principal's name on bond must match name used to take the exam and get licensed** (can add a DBA for the company name)
 - Bond must have a bond number
 - Term of bond must be for a one (1) year period with a beginning date and ending date
 - Amount of bond must be \$5,000
 - Bond must name the City of South Bend/St. Joseph County as the obligee
 - Bond form must indicate HVAC CONTRACTOR
 - Original bond is required and must be signed
2. Provide proof of Workers' Compensation (see details on page 4)
3. Be properly registered with the State of Indiana, if applicable (<http://www.in.gov/sos/business/2428.htm>)
4. \$125.00 annual fee

HVAC LICENSE RENEWAL REQUIREMENTS

***If your license has expired past 6 months see pages 1 and 2**

1. Complete Contractor License Renewal Application (see page 4)
2. Provide Original Continuation Certificate of Surety Bond
 - ❖ If documentation is not received within **6 months**, a new application will be required
 - ❖ If your license has been expired for more than **1 (one) year**, you will be required to provide the following:
 - new application & fee
 - Current Continuation Certificate of your Surety Bond
 - **All** previous Continuation Certificates
 - **All** missed annual license fees***We cannot have a lapse in Bond coverage**
 - ❖ If providing a new bond instead of a Continuation Certificate, be sure to follow Surety Bond requirements
 - ❖ If the Building Department adopts any new codes, a new exam may be required
 - ❖ If the License-holder is switching to a different company, a new Surety Bond, Application, and payment is required
3. Provide proof of Workers' Compensation (see details on page 4)
4. Be properly registered with the State of Indiana, if applicable (<http://www.in.gov/sos/business/2428.htm>)
5. \$125.00 annual fee

***If you would like a Reciprocal Letter verifying license status and exam results, there will be a \$50 fee.**

ADDITIONAL INFORMATION REQUEST

As an ongoing effort to better serve the community, please take a minute to indicate if you are a member of one of the groups listed on the following page. Please note that refusing or failing to self-identify into one of these categories cannot be grounds to deny a registration request. Applications cannot be approved or denied on the basis of whether a contractor's business does or does not fall within one of these categories. (See questionnaire on page 5.)



BUILDING DEPARTMENT

APPLICATION FOR HVAC CONTRACTOR LICENSE RENEWAL

*If your license has expired past 6 months, a new application, updated documents, and fee is required, before standard renewal requirements (see pages 1 and 2)

COMPANY NAME: _____ E-MAIL: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

OFFICERS:

PRESIDENT/LICENSE HOLDER: _____

*FOR ELECTRIC, PLUMBING, & HVAC, THE INDIVIDUAL THAT PASSED THE EXAM/HOLDS THE LICENSE MUST BE LISTED

VICE PRESIDENT: _____

BUSINESS ASSOCIATION (check one):

- Limit Liability Company (LLC), Sole Proprietorship, General Partnership, Corporation, S-Corporation, Nonprofit Corporation, Limited Liability Partnership (LLP), Limited Partnership, Other: _____

*All contractors must provide updated proof of workers' compensation coverage in the form of:

- Certificate of Workers' Compensation Insurance; OR
Certificate of self-insurance from the Indiana Workers' Compensation Board; OR
Certificate of independent contractor exemption from the Indiana Department of Revenue

*If none of these documents apply, an affidavit or other legal basis for non-coverage in accordance with Indiana law must be provided

*Contractors are responsible for having applicable Workers' Compensation throughout Registration/License term.

https://www.in.gov/core/business_guide.html

*Contractors are responsible for being properly registered with the State of Indiana, when applicable:

http://www.in.gov/sos/business/2428.htm

I, _____ BEING DULY SWORN UNDER OATH, DEPOSE and say that all the statements in this application herewithin are true. I will be responsible for compliance with all ordinances and laws in effect governing work performed under building permits issued by the St. Joseph County/City of South Bend Building Department.

Signature of Applicant

Subscribed and Sworn to before me this _____ day of _____

Signature of Notary

My Commission Expires: _____

Resident of _____ County



BUILDING DEPARTMENT

Minority-Owned Business Enterprise (MBE):

“Minority-Owned Business Enterprise (MBE)” means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

- a) Which is at least 51% owned by one or more Minority Individuals, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Minority Individuals; and
- b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such more Minority Individuals;

Woman-Owned Business Enterprise (WBE):

“Woman-Owned Business Enterprise (WBE)” means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

- a) Which is at least 51% owned by one or more Women, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Women; and
- b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such Women.

Veteran- Owned Business Enterprise (VBE):

“Veteran-Owned Business Enterprise (VBE)” means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

- a) Which is at least 51% owned by one or more Veteran, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Veterans; and
- b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such Veterans.

Small Business Enterprise (SBE):

Size standards vary by industry, and are generally based on the number of employees or the amount of annual receipts the business has. You can find small business size regulations in Title 13 Part 121 of the Electronic Code of Federal Regulations (eCFR). <https://www.sba.gov/size-standards/>

Disadvantaged Business Enterprise (DBE):

“Disadvantaged Business Enterprise” means socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

Section 3 Business Enterprise (Sec3E):

“Section 3 Business Enterprise (Sec3E)” means a business that is at least 51% or more owned by Section 3 Residents, A business where 30% of permanent, full-time employees are Section 3 residents or were Section 3 businesses.

A Section 3 Resident is:

- a) A public housing resident or,
- b) A low income person who lives in the metropolitan areas where a HUD-assisted project for housing or community development is located. Low income is defined as income below 80% of the median household income of that area.

Disabled- Owned Business Enterprise (DOBE):

“Disabled Owned Business Enterprise” means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

- a) Which is at least 51% owned by one or more Disabled Individuals, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Disabled Individuals; and
- b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such Disabled Individuals.

Disabled Veteran- Owned Business Enterprise (DVBE):

“Disabled Veteran-Owned Business Enterprise (DVBE)” means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

- a) Which is at least 51% owned by one or more Disabled Veterans, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Disabled Veterans; and
- b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such Disabled Veterans.

LGBTE-Owned Enterprise (LGBTE):

“Lesbian Gay Bisexual Transgender Business Enterprise” (LGBTE) means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

- a) Which is at least 51% owned by one or more LGBT individual, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more LGBT individuals; and
- b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such LGBT individuals.

NONE APPLICABLE

STATE OF INDIANA EXAMINATION SCHEDULE

2020

Registration forms and exam fees must be received by Prometric on or before the cutoff dates indicated on this exam schedule. No exceptions will be made to this policy. Registration forms and exam fees received after the cutoff date will be assigned to the next available site and date nearest the initial request. Please make note of this information.

Candidates should be certain of the exam date they select. Once the cutoff date has passed, Prometric will be unable to reschedule a candidate's exam date. Upon receipt of payment to Prometric, your exam request is immediately processed and exam fees cannot be refunded.

Columbus		Ft. Wayne		Indianapolis	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
2/10/20	2/29/20	1/13/20	2/1/20	1/6/20	1/25/20
7/6/20	7/25/20	6/22/20	7/11/20	3/2/20	3/21/20
11/23/20	12/12/20	11/2/20	11/21/20	5/4/20	5/23/20
				7/6/20	7/25/20
				9/7/20	9/26/20
				11/16/20	12/5/20

**PROMETRIC
ATTN: NATIONAL CONSTRUCTION PROGRAM
1260 ENERGY LANE
ST. PAUL, MN 55108
1-800-280-3926
FAX: 1-800-813-6670**

www.prometric.com

Questions?

Please contact the City of South Bend/ St. Joseph County Building Department,
125 S. Lafayette Blvd., Suite 100, South Bend, IN 46601

Phone: 574-235-9554

Fax: 574-235-5541

building@southbendin.gov

License Information

Scope – Tests a candidate’s knowledge of the design, installation, maintenance, repair, fabrication, alteration, and extension of air conditioning, refrigeration, piping vessels, warm air heating, low and high pressure boilers, ventilation systems, duct systems, insulation, and related appurtenances within a complete system unlimited in horsepower or tonnage.

Examination Outline

Open Book
100 Questions – Four-hour time limit
70% Correct required to pass

Exam Topic	%
HARV General	25
Low and High Pressure Boilers	10
Warm Air Heating	10
Ventilation	15
Controls	15
Piping	10
Load Calculations	5
Insulation	5
Safety	5

References

The following references **are allowed** in the testing center.

1. *Code of Federal Regulations, Title 29, Part 1926 (OSHA)*, Revised July 1, 2008, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, www.access.gpo.gov.
2. *International Fuel Gas Code*, 2006, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.
3. *International Mechanical Code*, 2006, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.
4. *NFPA 31 – Standard for the Installation of Oil Burning Equipment*, 2006 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

5. *NFPA 58 – Standard for the Storage and Handling of Liquefied Petroleum Gases (LP Gas Code)*, 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, PO Box 9101, Quincy, MA, 02269-9101, www.nfpa.org.
6. *Manual J – Residential Load Calculation*, Eighth Edition, 2002, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.
7. *Manual N – Commercial Load Calculation*, Fifth Edition, 2008, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.
8. *ACCA Duct Slide Rule*, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.
9. *Pipefitters Handbook*, Third Edition, 1967, Industrial Press, Inc., 989 Avenue of the Americas, New York, NY 10018, www.industrialpress.com.

The following references were used to create exam questions but **are not allowed** in the testing center.

1. *High Pressure Boilers*, Third Edition, 2003, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.
2. *Low Pressure Boilers*, Third Edition, 2008, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.
3. *Modern Refrigeration and Air Conditioning*, Eighteenth Edition, 2004, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, www.g-w.com.

For information on how to obtain exam references, please call toll-free 877.624.2562.

Copyrighted Exam Questions

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Indiana Codes

<http://www.rtmconsultants.com/indiana-codes/>

Code	Description	Comprised Of
General Administration Rules (Entire Document)	General Administration Rules (GAR) (Updated 8/1/2014) (Amended 12/1/2014)	<ul style="list-style-type: none"> 675 IAC 12
Building Code (Indiana Amendments)	2014 Indiana Building Code (IBC) – effective December 1, 2014	<ul style="list-style-type: none"> 2012 International Building Code 675 IAC 13-2.6
Fire Code (Indiana Amendments)	2014 Indiana Fire Code (IFC) – effective December 1, 2014	<ul style="list-style-type: none"> 2012 International Fire Code 675 IAC 22-2.5
Plumbing Code (Indiana Amendments)	2012 Indiana Plumbing Code (IPC) – effective December 24, 2012	<ul style="list-style-type: none"> 2006 International Plumbing Code 675 IAC 16-1.4
Electrical Code (Indiana Amendments)	2009 Indiana Electrical Code (IEC) – effective August 26, 2009	<ul style="list-style-type: none"> 2008 NFPA 70 675 IAC 17-1.8
Mechanical Code (Indiana Amendments)	2014 Indiana Mechanical Code (IMC) – effective December 1, 2014	<ul style="list-style-type: none"> 2012 International Mechanical Code 675 IAC 18-1.6
Handicapped Accessibility Code (Indiana Amendments)	2014 Indiana Building Code Chapter 11 – Accessibility	<ul style="list-style-type: none"> 675 IAC 13-2.6-12 Chapter 11 A117.1 Accessible and Usable Buildings and Facilities, 2009 Edition
Energy Code (Indiana Amendments)	2010 Indiana Energy Conservation Code (IECC) - effective May 7, 2010	<ul style="list-style-type: none"> ASHRAE 90.1 2007 675 IAC 19.3
Swimming Pool Code (Indiana Amendments)	Swimming Pool Code; General Provisions and Definitions	<ul style="list-style-type: none"> 675 IAC 20-1.1
Building Rehabilitation Standard (Indiana Amendments)	Indiana Building Rehabilitation Standard (GAR) (Updated 12/22/06)(Repealed 6/18/08)	<ul style="list-style-type: none"> 675 IAC 12-8
Fuel Gas Code (Indiana Amendments)	2014 Indiana Fuel Gas Code (IFGC) – effective December 1, 2014	<ul style="list-style-type: none"> 2012 International Fuel Gas Code 675 IAC 25-3
Residential Code (Indiana Amendments) (Chap 11 – Energy Efficiency) (R202 Definitions) (12/1/14 Update)	2005 Indiana Residential Code (4/05/08 Update – effective June 5, 2008)	<ul style="list-style-type: none"> 2003 International Residential Code for One-and Two Family Dwellings Chapter 43 of the 2006 International Residential Code for One and Two Family Dwellings 675 IAC 14-4.3 <p>Chapter 11 of the 2009 International Residential Code</p> <ul style="list-style-type: none"> 675 IAC 14-4.3-139.1