*Application and documents can be emailed to ddecocke@southbendin.gov for review

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 proof of passing exam score (70% or above) for National Standard Master Mechanical through Pearson Vue or Prometric test centers (or a comparable, nationally recognized exam approved by the Board of Examiners). See more information regarding Pearson Vue's National Standard Master Mechanical Exam on page 6.
- Submit a fifty dollar ($50.00) non-refundable application review 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 to become a licensed HVAC Contractor, they will be notified of the next step and given any applicable documentation via email.

ST. JOSEPH COUNTY CITY OF SOUTH BEND

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: _____

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.

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 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 (https://inbiz.in.gov/BOS/Home/Index)
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 (https://inbiz.in.gov/BOS/Home/Index)
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.)

ST. JOSEPH COUNTY CITY OF SOUTH BEND

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):

- ☐ Limited 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:**

https://inbiz.in.gov/BOS/Home/Index

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

☐ **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**

F29 NATIONAL STANDARD MASTER MECHANICAL EXAM INFO.

National Contractor/Trades Examination Information Bulletin: https://iccsafe.org/wp-content/uploads/CO-National.pdf

International Code Council: https://www.iccsafe.org/

Pearson Vue: https://home.pearsonvue.com/

National Standard Master Mechanical ICC Exam Outline Samples: https://www.icc-exam.com/exam_outlines/OL-29.html

ICC Exam Study Guides: https://www.icc-exam.com/catalog/advanced_search_result.php?keywords=f29&search_in_description=0

Organization Jurisdiction: National

F29 National Standard Master Mechanical 100 multiple-choice questions Open book –4-hour time limit		Pricing PearsonVUE: $115 PRONTO: N/A
Content Area	**%**	**Reference**
General Requirements	33%	2015 *International Mechanical Code*
Appliances and Equipment	10%	2015 *International Fuel Gas Code*
Exhaust and Ventilation Systems	8%	2014 *National Electrical Code (NEC)*
Duct Systems	12%	
Chimneys and Vents	7%	
Fuel Supply Systems	7%	
Special Requirements	4%	
Electrical	9%	
Water	2%	

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www.iccsafe.org | page 18

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

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)	• 675 IAC 12
Building Code (Indiana Amendments)	2014 Indiana Building Code (IBC) – effective December 1, 2014	• 2012 International Building Code • 675 IAC 13-2.6
Fire Code (Indiana Amendments)	2014 Indiana Fire Code (IFC) – effective December 1, 2014	• 2012 International Fire Code • 675 IAC 22-2.5
Plumbing Code (Indiana Amendments)	2012 Indiana Plumbing Code (IPC) – effective December 24, 2012	• 2006 International Plumbing Code • 675 IAC 16-1.4
Electrical Code (Indiana Amendments)	2009 Indiana Electrical Code (IEC) – effective August 26, 2009	• 2008 NFPA 70 • 675 IAC 17-1.8
Mechanical Code (Indiana Amendments)	2014 Indiana Mechanical Code (IMC) – effective December 1, 2014	• 2012 International Mechanical Code • 675 IAC 18-1.6
Handicapped Accessibility Code (Indiana Amendments)	2014 Indiana Building Code Chapter 11 – Accessibility	• 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	• ASHRAE 90.1 2007 • 675 IAC 19.3
Swimming Pool Code (Indiana Amendments)	Swimming Pool Code; General Provisions and Definitions	• 675 IAC 20-1.1
Building Rehabilitation Standard (Indiana Amendments)	Indiana Building Rehabilitation Standard (GAR) (Updated 12/22/06)(Repealed 6/18/08)	• 675 IAC 12-8
Fuel Gas Code (Indiana Amendments)	2014 Indiana Fuel Gas Code (IFGC) – effective December 1, 2014	• 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)	• 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 Chapter 11 of the 2009 International Residential Code • 675 IAC 14-4.3-139.1