

**CITY OF MUNCIE
BUILDING COMMISSIONER
MUNCIE, IN
(765) 747-4862**

REQUIREMENTS FOR HVAC LICENSE

Letter from other City(s) where you hold a license, with the information below included:

Type of license
Block Examination scores and dates
Individual License number
\$5,000 Bond
Minimum \$500,000 liability insurance.

Send this information to:

Attn: John Adams
Building Commissioner Office
300 N. High St.
Muncie, IN 47305

Applicants must appear before the HVAC Review Board, which meets the first Monday of each month at 2:00 p.m.

Licenses are issued January 1st to December 31st

License Fees:

“A” License \$ 150.00 per year
“B” License \$ 150.00 per year
“C” License \$ 150.00 per year

Annual Renewals per class \$ 100.00

City of Muncie Ordinance states the following:

SECTION 16. Bond.

(a) Before a license is issued by the city to any person, partnership or corporation, the City Controller shall require the applicant to file a surety bond in the amount of five thousand dollars (\$5,000). The bond shall be maintained in full force and effect for a period of not less than one year. The bond shall set forth the name, phone number and

address of the agent representing the bonding company, and shall be:

(1) Issued by a surety authorized to do business in Indiana;

- (2) Payable to the City or an unknown third party as obligee;
- (3) Conditioned upon:
 - (a) Compliance with requirements set forth in this chapter which must be met to retain licensure; and
 - (b) Prompt payment of all fees owed the City as set forth in this chapter; and
 - (c) Prompt payment to the City for any loss or expense for damages to property of the City caused by any action of the contractor, his agents, employees, principals, subcontractors, materialmen or suppliers in violation of building standards and procedures while engaged in any heating and cooling work or any related construction activity; and
 - (d) Prompt payment to a person, partnership or corporation which is an unknown third party obligee for any:
 - 1. Losses arising out of violations,
 - 2. Expenses necessary to correct violations, and
 - 3. Court costs and attorney fees allowed by the court incurred in connection with the commencement and prosecution of a court action to recover such losses and expenses for violations of building standards and procedures caused by any action of the contractor, his agents, employees, principals, subcontractors, materialmen or suppliers while engaged in heating and cooling work or any related construction activity.

However, the surety is not responsible under the bond for losses or expenses arising out of negligent conduct or improper workmanship unless such conduct or improper workmanship violates requirements of building standards and procedures.

- (b) The City Controller may accept in lieu of the surety bond a properly conditioned irrevocable letter of credit in the amount of five thousand (\$5,000.00) if the city controller approves the obligor financial institution as being financially responsible and if the corporation counsel approves the letter of credit as affording the same protections to the City and an unknown third part as the protections afforded by the surety bond.
- (c) The obligation of the surety and financial institution relative to this bond or letter of credit is limited to five thousand dollars (\$5,000.00). A surety or financial institution may pay on the bond or disburse from the letter of credit to pay a claim in full at any time when that claim and pending claims (reflected by written notice to the surety or financial institution) together do not exceed the unpaid penalty of the bond or the undisbursed balance of the letter of credit. If written notice is received of claims which exceed the unpaid penalty of the bond or undisbursed balance of the letter of credit, the surety of financial institution shall pro-rate payment according to the amount of such claims.

SECTION 17. Insurance.

The insurance requirements are met if the person, partnership or corporation secures insurance covering all heating and cooling work and any related construction activity accomplished by the licensee or under permits obtained by the licensee and thereafter maintains such insurance in full force and effect:

- (a) A public liability and property damage insurance policy assuring the licensee and naming the City as an “additional assured,” and providing also for the payment of any liability imposed by law on such licensee or the City arising out of operations being performed by or on behalf of the licensee in the minimum amounts of five hundred thousand dollars (\$5,000.00) for combined bodily injury and property damage coverage or five hundred thousand dollars (\$500,000.00) for any occurrence relative to which there is injury or death to one or more persons and one hundred thousand dollars (\$100,000.00) for any occurrence relative to which there is damage to property. A certificate of such policy shall be delivered to the MBC.
- (b) Worker’s compensation insurance covering the personnel employed for death or injury arising out of operations being performed by or on behalf of the licensee. A certificate of such insurance shall be delivered to the MBC. This provision shall not apply if the licensee has no employees and gives appropriate notice to the MBC.

The insurance carrier shall give notice both to the licensee and the division of development services at least fifteen (15) days before such insurance is either cancelled or not renewed, and the certificate shall state this obligation.

SECTION 18. Types of licenses.

There shall be three (3) types of licenses approved by the Board pursuant to this chapter. Heating and cooling work may be accomplished under these license types as follows:

- (a) The “heavy commercial (unrestricted)” license authorizes the holder thereof to perform all the kinds of heating and cooling work without limitation.
- (b) The “light commercial/residential” license authorizes the holder thereof to perform work of the following kinds:
 - (1) Installation, modernization, replacement, service or repair of cooling systems or space cooling equipment, which system or equipment has a rated output not in excess of six hundred thousand (600,000) Btuh and does not include preassembled air-conditioning condensing units which exceed a rating of twenty-five (25) tons under ARI standards; and
 - (2) Installation, modernization, replacement, service or repair of heating systems of space heating equipment, which system or equipment has a rated Btuh and which does not utilize a water boiler in which the rate pressure exceeds thirty (30) pounds per square inch.
- (c) The “refrigeration” license authorizes the holder thereof to perform installation, modernization, replacement, service or repair of refrigeration equipment.

SECTION 19. Board’s approval for licensure.

Approval for licensure of a person, partnership or corporation as a heating and cooling contractor of the appropriate type shall be in writing signed by a majority of the board. The board may, however, by resolution agreed to by a majority of the board, delegate to one of its officers or the MBC authority to approve applications for licensure or renewal of licensure on behalf of the board in instances where the applicant is a person

whose eligibility for license renewal is established by section 12 or the applicant is a partnership or corporation.

Upon delivery of such approval, a heating and cooling contractor's license of the appropriate type shall be issued by the MBC for a period of one year. No license shall be issued by the MBC to any person, partnership or corporation as a heating and cooling contractor except as provided in this division.

**CITY OF MUNCIE
BUILDING COMMISSIONER
MUNCIE, INDIANA**

**HVAC CONTRACTOR
A B C
LICENSE APPLICATION**

APPLICANT'S NAME _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

COMPANY REPRESENTED _____

ADDRESS _____ CITY/ZIP _____

SOLE PROPRIETORSHIP, PARTNERSHIP, CORPORATION?

HOW LONG IN BUSINESS _____ WHAT IS PRIMARY BUSINESS _____

HAVE YOU HELD A LICENSE HERE BEFORE _____

PLEASE ATTACH CERTIFICATE OF INSURANCE, BOND, NUMBER AND COMPANY. CERTIFICATE MUST BE AN ORIGINAL.

GIVE SUMMARY OF YOUR WORK BACKGROUND AND QUALIFICATIONS FOR THE LICENSE APPLIED FOR _____

I acknowledge that all information I have given is complete and accurate and that I have read the City Ordinance and understand it. I agree to allow the Board of Examiners to verify the information I have given to determine my eligibility.

SIGNATURE OF APPLICANT: _____ DATE _____

FOR OFFICIAL USE ONLY

This application was reviewed by the HVAC Review Board on _____

Reason if application denied _____

Applicant may re-apply _____

SIGNED BY _____ Board Member Date _____

LICENSE NUMBER ISSUED TO APPLICANT _____

(rev. 11/08/02)