

CITY OF RICHFIELD  
Department Of Public Safety

Memorandum

Date: December 1, 2011  
To: 2011 HVAC Contractors  
From: Julie Bokusky  
Subject: 2012 HVAC License and Scheduling Mechanical and Plumbing Inspections

The fee for the 2012 HVAC license will remain \$80.00. Along with your application, I have included a copy of your permits that do not have a final inspection. **Your HVAC license may be suspended if you fail to schedule final inspections for your permits. Please call or have the homeowner call and schedule the inspections for your open permits.**

**\*\*Changes to the Request for Mechanical & Plumbing Inspection process:**

**As of December 12, 2011, ALL PLUMBING AND MECHANICAL INSPECTIONS WILL BE DONE BY THE CITY OF RICHFIELD, THEREFORE, CALL 612-861-9860 TO SCHEDULE YOUR PLUMBING OR MECHANICAL INSPECTION.**

Please return your completed license application with the following:

- ❖ \$80.00 License fee
- ❖ Your Minnesota Tax Identification Number
- ❖ Provide a copy of your State Bond
- ❖ Certificate of Insurance including Workman's Compensation coverage, listing the City of Richfield as certificate holder
- ❖ **Copy of your Master competency card with the City of Minneapolis, St Paul or Bloomington. eg: Master Gasfitter, Master Hot Water/Steam, Master Warm Air, Master Ventilation, Master Refrigeration. You must possess the competency card for the type of hvac work you are applying for.**
- ❖ Please include your e-mail address on your renewal application.
- ❖ **You must provide the name of the electrical contractor in the space provided on the permit application form. If you intend to reconnect existing wiring as permitted by the Minnesota Department of Labor & Industry Electrical Licensing and Inspection unit, please submit qualifications of the employees that will be performing this work. Reconnection of existing wiring that involves extending wiring, changing boxes, disconnect switches or circuit breakers requires a permit from a licensed electrical contractor.**
- ❖ **The 2011 National Electrical Code does not allow flexible metal conduit to be used in wet locations. An electrical permit from a licensed electrical contractor is required for all air conditioner replacements in order to replace the flexible metal conduit with an approved wiring method.**

You may print a copy of our **permit application** by going to the City's website: [www.cityofrichfield.org](http://www.cityofrichfield.org). Select: *Permits and Inspections*; below you will see the links to the permit applications. Please remember to schedule final inspections within 5 days of completion of the work.

**Incomplete applications will be returned to you.**

*If you have any questions, please contact me at 612-861-9860.*

December 1, 2011

## INFORMATION FOR LICENSED HEATING AND PLUMBING CONTRACTORS

1. Since deteriorated transite flues can cause a life safety hazard, new gas appliances are not permitted to be vented into a transite flue. This also applies if a new condensing furnace is installed and the water heater vent is to be reconnected to the transite flue.
2. Sheet metal fire stopping is required on all Class "B" chimneys at floor or ceiling penetration, new or existing.
3. *Richfield Zoning Code 509.13* - Central air conditioning units. Central air conditioning units shall not be located forward of the front building line, and shall not be located closer to any side lot line than the minimum side setback requirements for the principal building. (5 feet)
4. *The 2011 National Electrical Code* does not allow flexible metal conduit to be used in wet locations. An electrical permit from a licensed electrical contractor is required for all air conditioner replacements in order to replace the flexible metal conduit with an approved wiring method.
5. Saddle valves are not permitted per the Plumbing Code.
6. Arrange for final inspections within five days of completion. Permit number must be provided when scheduling.
7. The furnace vent must terminate in a listed vent cap installed in accordance with its listing and the manufacturer's installation instructions for new or replacement furnace installations.
8. Permits for gas fireplace installations may be issued to a City Licensed HVAC Contractor or a State Licensed Plumbing Contractor. They will be issued on a plumbing permit and inspected by our Plumbing Inspector.
9. A failed inspection will result in a \$35.00 reinspection fee.

### FOR INSPECTIONS:

IT IS YOUR RESPONSIBILITY TO SCHEDULE AND ARRANGE ACCESS FOR INSPECTIONS! Please remember to schedule final inspections within 5 days of completion.

- All HVAC inspections call the City of Richfield @ 612-861-9860.
- All plumbing inspections call the City of Richfield @ 612-861-9860.



# Renewal Application For Contractor License

City of Richfield  
6700 Portland Avenue  
Richfield, MN 55423  
612-861-9816

Contractor:

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Company ID:  
License Nbr:  
Telephone:  
**Annual Fee: \$80.00**

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To renew a license: make any necessary corrections, sign form and return to City of Richfield along with the license fee, certificate of insurance and a \$1,000 dollar bond or continuation certificate. Make check payable to: City of Richfield

**I hereby make application to operate the following license:**

License Type: Mechanical  
Company:  
License Period Ending: 12/31/2012

**subject to all conditions and provisions of said Ordinances.**

**MECHANICAL - MUST BE CURRENTLY LICENSED IN A MUNICIPALITY WHICH REQUIRES A TEST FOR HVAC LICENSURE - Bloomington, Minneapolis, or St. Paul.**

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Pursuant to Minnesota State Statute 270.72 Tax Clearance, your business identification number is required for approval of your license. The City has on file the following tax ID number for your business:

Minnesota Tax Identification Number:

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Print Email Address Here

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Signature of Applicant

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Print Name Here

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