

**APPLICATION FOR HEATING, AIR CONDITIONING AND
VENTILATION CONTRACTORS**

**MISHAWAKA H.V.A.C. ORDINANCE NO. 3792
CHAPTER 150; SECTION 150.62**

ALL APPLICATIONS WILL BE REVIEWED BY THE H.V.A.C. EXAMINATION BOARD. YOU WILL BE NOTIFIED IF YOU ARE ELIGIBLE TO TAKE THE H.V.A.C. EXAMINATION.

NO PERSONS SHALL BE EXAMINED FOR A LICENSE UNLESS THEY HAVE HAD AT LEAST FOUR (4) YEARS EXPERIENCE IN THE H.V.A.C. FIELD OF RESIDENTIAL, COMMERCIAL, OR INDUSTRIAL CONSTRUCTION, AND ARE ABLE TO FURNISH PROOF OF SUCH FACT.

A CERTIFICATE OR DIPLOMA FROM A RECOGNIZED SCHOOL OF H.V.A.C. WILL BE ACCEPTABLE IN LIEU OF TWO (2) OF THE FOUR (4) YEARS REQUIRED.

TWO (2) YEARS H.V.A.C. EXPERIENCE IN THE UNITED STATES MILITARY SERVICE WILL ALSO BE ACCEPTABLE IN LIEU OF ONE (1) YEAR OF THE FOUR (4) NOTED ABOVE. NO MORE THAN TWO (2) YEARS CREDIT SHALL BE GIVEN FOR ANY COMBINATION OF SCHOOL, WORK AND /OR MILITARY EXPERIENCE.

YOU MUST HAVE A LETTER OF REFERENCE FROM EACH CONTRACTOR OR EMPLOYER LISTED IN THE APPLICATION VERIFYING YOUR EMPLOYMENT AND DUTIES.

A FEE OF \$10.00 MUST ACCOMPANY THE APPLICATION. THE H.V.A.C. EXAMINATIONS WILL BE HELD TWICE A YEAR; THE FIRST MONDAY OF MARCH AND THE LAST FRIDAY OF SEPTEMBER. THIS APPLICATION MUST BE SUBMITTED A MINIMUM OF THIRTY (30) DAYS PRIOR TO THE TESTING DATE. A GRADE NOT LESS THAN 70% WILL BE ACCEPTABLE.

A PERSON WHO PASSES THE EXAMINATION WILL BE ISSUED A LICENSE AFTER THEY POST A \$5,000.00 PERFORMANCE BOND, CERTIFICATE OF LIABILITY/WORKER'S COMP, PICTURE ID, AND \$125.00 LICENSE FEE PAYABLE TO THE CITY OF MISHAWAKA.

ANY PERSON WHO HAS PASSED THE REQUIRED EXAMINATION, AND WHO HOLDS A LICENSE FROM ST. JOSEPH/SOUTH BEND, INDIANA AND IS IN GOOD STANDING IS EXEMPT FROM THE EXAMINATION REQUIREMENTS CONTAINED IN THE MISHAWAKA ORDINANCE. HOWEVER, SUCH INDIVIDUALS MUST PAY THE MISHAWAKA APPLICATION AND LICENSE FEE.