

**CITY OF RICHFIELD  
Community Development**

**Memorandum**

Date: December 1, 2020  
To: 2021 HVAC Contractors  
From: Rachel Graack  
Subject: 2021 Mechanical Contractor License

The fee for the 2021 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 612-861-9860 to schedule your mechanical or plumbing inspection.**

**E-Permits are available for RESIDENTIAL ONLY - gas fireplace, furnace, A/C, furnace & A/C.** <https://epermits2.logis.org/home.aspx?city=ri>

**\*\*MECHANICAL CONTRACTOR LICENSE REQUIREMENTS FOR 2021\*\***

To obtain a mechanical contractor license with the City of Richfield please return your completed license application with the following:

- ❖ \$80.00 License fee, payable to the City of Richfield
- ❖ Your Minnesota Tax Identification Number
- ❖ Provide a copy of your State Mechanical Bond
- ❖ Certificate of Insurance including Workman's Compensation coverage, listing the City of Richfield as certificate holder
- ❖ Please include your e-mail address on your renewal application.

You may print a copy of our **permit application** by going to the City's website: [www.richfieldmn.gov](http://www.richfieldmn.gov)  
Select: Departments, \*Community Development, \*Permits, Inspections & Licenses \*Application Forms

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

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

*Return mailing address: **City of Richfield, Inspections Division, 6700 Portland Ave S., Richfield, MN 55423***