

CITY OF RICHFIELD
Community Development

Memorandum

Date: November 7, 2022

To: 2022 HVAC Contractors

From: Rachel Graack

Subject: 2023 Mechanical Contractor License

The fee for the 2023 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 SINGLE FAMILY RESIDENTIAL ONLY

<https://epermits2.logis.org/home.aspx?city=ri>

****MECHANICAL CONTRACTOR LICENSE REQUIREMENTS FOR 2023****

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 (we do not accept credit card payment over the phone or via the website. Credit cards can be processed at the counter with the exception of American Express)
- ❖ 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
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***