



HVAC Contractor License/Registration Application

Instructions to applicants: Complete form by filling in all information. Supporting documentation **MUST** accompany the signed application when submitted. Please submit the following:

- this completed application
- Proof of Insurance applicable to HVAC work
- \$50.00 check payable to the **Village of Rantoul**

Applicant Name:	Application Date:
Business Name:	Phone #-
Business Address:	Mobile #-
	Fax #-
President/Head/Owner:	
Mailing Address:	
E-Mail Address:	
Contractor Signature:	

Official Representatives

Name	Title
1.	
2.	
3.	

Please provide the name of the city, village or town where you are currently licensed and also provide a copy of that license. (See pg. 2 for requirements of reciprocal licenses and registration)

Municipality Name	Phone #-
Contact Name:	
Mailing Address:	

NOTE: MAIL, DO NOT FAX, ALL MATERIALS TO:
VILLAGE OF RANTOUL - BUILDING INSPECTION DEPARTMENT
ATTN: CONTRACTOR REGISTRATION
333 S. Tanner St., Rantoul, Illinois 61866



Licensing Procedures:

(A) All applicants for an Mechanical, Heating, Ventilating, Air Conditioning and Refrigeration License shall be at least eighteen (18) years of age and shall have had at least four years practical experience in the type of work authorized by the type of license sought, or shall have satisfactorily completed a course of study in the subject for which the license is sought, given by a recognized school, and have had at least one year of practical experience in addition thereto.

(B) Each applicant for a license must pass the "Standard Master Mechanical" examinations administered by the International Code Council (ICC) or its designated testing agent. The Standard Master Mechanical examination fee is \$100. Code references is the International Fuel Gas Code 2006 Edition, International Mechanical Code 2006 Edition and the National Electrical Code 2005 Edition.

(Please go to the ICC web site at http://www2.iccsafe.org/contractor/dsp_state.cfm?state=IL and click on the 2008 Rantoul, Illinois Examination Information Bulletin to find out more information)

(C) Each applicant must pay a \$50 non-refundable application fee with the application for a license. This fee shall be applied as a fee toward the first year's license or portion thereof, if the applicant is successful in passing the above mentioned examination.

(D) Each applicant must show proof of insurance applicable to HVAC work.

License Renewal:

The license fee for an annual renewal of a Mechanical, Heating, Ventilating, Air Conditioning or Refrigeration (HVAC) License shall be **\$50.00**. All licenses shall expire on the 31st day of December of each year. Any license forfeited for non-payment of a renewal fee may be reinstated upon the payment of the annual renewal fee without reexamination, provided however, after the same has been delinquent for a period of one year, then the same shall be void and may not be renewed or reinstated.

Reciprocity and registration:

Any person who is registered or licensed for the current year in any city, village or town in the state where the requirements of registration or licensing on the date of such registration or licensing were substantially equal to or greater than the requirements provided in this division, and if such city, village or town extends a similar privilege to persons licensed under this division, shall not be required to take the examination or pay the license fees as provided in this division in order to engage in the type of electrical work authorized by the individual's license, but, prior to commencing any work, shall file a copy of this registration or license with the office of the village inspector and pay an annual registration fee in the amount established from time to time by the Village Board.

PLEASE NOTE: All licenses/registrations are renewable and expire on the 31st day of December each year.
