



Community Development  
14600 Minnetonka Blvd  
Minnetonka, MN 55345  
(952) 939-8297 (Karen Telega)  
Email: [ktelega@minnetonkamn.gov](mailto:ktelega@minnetonkamn.gov)

## Mechanical, Gas Piping, and Fireplace Accessory Licensing Application

Please complete the application and provide a check payment with the following required information (see samples attached):

- 1) **Master** Competency card(s) showing your ability or credentials for performing the requested work. Per our city code, master competency cards are accepted from the following cities: Bloomington, Minneapolis, St. Cloud, St. Paul, St. Louis Park, or Rochester.
- 2) Mechanical Bond and
- 3) Certificate of Insurance

Minnetonka offers a one, two, or three year license based on your need. Multi-year licensing is offered at a discounted rate. If you choose a multi-year license option, you are responsible for submitting updated copies of your mechanical bond and insurance liability forms upon expiration. If this is not provided, your permits/inspections will be delayed. Please see the attached application for details on these options.

The following licenses are available:

**Gas** — May install, alter, repair, extend any gas piping system from the house side of the meter to appliances and may install manufactured gas or manufactured wood fireplaces.

**Warm Air** — May install, alter, repair, clean or extend any heating, air conditioners (under 5 tons), ventilation or exhaust system, manufactured fireplaces, fireplace stoves, stoves or other manufactured wood burning devices, incinerators, chimneys or vents. The holder of this license is the only person allowed to install furnaces.

**Refrigeration** — May alter, install, repair, clean or extend any cooling or refrigeration system (example: commercial walk in coolers)

**Steam/Hot Water** — May install, alter, repair, clean or extend any hot water low-pressure steam system.

**Accessory (Fireplace only)** — The holder of a Minnesota builders contractor license certificate may install, alter or repair manufactured fireplaces, fireplace stoves, stoves, or other manufactured wood burning devices and accessory items such as humidifiers, electronic air cleaners, air filter devices, residential exhaust fans and window air conditioners and other self-contained refrigeration units. The holder of this license cannot do any gas-piping or ductwork.

The City of Minnetonka distributes general city information and notices electronically through an electronic notification system. As an application for a new business license or for a renewal of an existing business license, you can sign up to receive notices through the city's electronic notification system at the city's website at [eminnetonka.com](http://eminnetonka.com). This would include getting notifications or any proposed ordinances at least ten days before the city council of Minnetonka conducts a final vote on the proposed ordinance.

Please contact the city to update and/or remove any new or terminated employees from your license. For licensing questions, please call (952) 939-8297 or [ktelega@minnetonkamn.gov](mailto:ktelega@minnetonkamn.gov) or for inspection & permit questions, call (952) 939-8394.



# Mechanical Contractor License Application

Mail the application, all required documentation and check payment to: Karen Telega, City of Minnetonka, 14600 Minnetonka Blvd., Minnetonka, MN 55345. Questions on licensing? Call (952) 939-8297 or Email: [ktelega@minnetonkamn.gov](mailto:ktelega@minnetonkamn.gov). The city will try to complete processing within your time schedule but may require up to five (5) business days.

APPLICANT INFORMATION			
Business name			
DBA (if applicable)			
Address/City/State/Zip			
Phone number		Email address	
MN Tax ID		Federal Tax ID	
LICENSE CATEGORIES/FEEES			
<input type="checkbox"/> Gas  <input type="checkbox"/> 1 Year \$ 65 (expires 01/31/2026) <input type="checkbox"/> 2 Years \$110 (expires 01/31/2027) <input type="checkbox"/> 3 Years \$145 (expires 01/31/2028)  <input type="checkbox"/> Warm Air <input type="checkbox"/> Refrigeration <input type="checkbox"/> Steam/Hot Water <input type="checkbox"/> 1 Year \$ 65 (expires 01/31/2026) <input type="checkbox"/> 2 Years \$110 (expires 01/31/2027) <input type="checkbox"/> 3 Years \$145 (expires 01/31/2028)		<p><b>A pdf, of each Master Comp Card indicated to the left, is needed for each type of license.</b></p> <p><b>Names on the comp cards:</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p>	
FIREPLACE ONLY – NO GAS PIPING LICENSE WANTED			
<p><b>The licensee holder may install, alter, or repair manufactured fireplaces, fireplace stoves, or other wood burning devices.</b></p> <p>Fireplace only</p> <input type="checkbox"/> 1 Year \$ 55 (expires 01/31/26) <input type="checkbox"/> 2 Years \$ 90 (expires 01/31/27) <input type="checkbox"/> 3 Years \$120 (expires 01/31/28)			
<p><b>If you are not required to provide workers' compensation insurance, please check the box below.</b></p> <p><input type="checkbox"/> <b>I am not required to provide workers' compensation according to Minnesota Statute 176.041.</b></p> <p>I, (we), hereby certify that the information provided herein is true and correct to the best of my knowledge and belief. I, (we), have complied with all the requirements of Section 515 of the Minnetonka City Code necessary for obtaining the license. I, (we), hereby apply for the license, subject to all conditions and provisions of the Minnetonka City Code.</p>			
<b>Signature</b>	<b>Date</b>	<b>Print Name &amp; Title</b>	

Examples of the 3 required documents to be included with application and payment.

1. **Master Competency Card(s)**

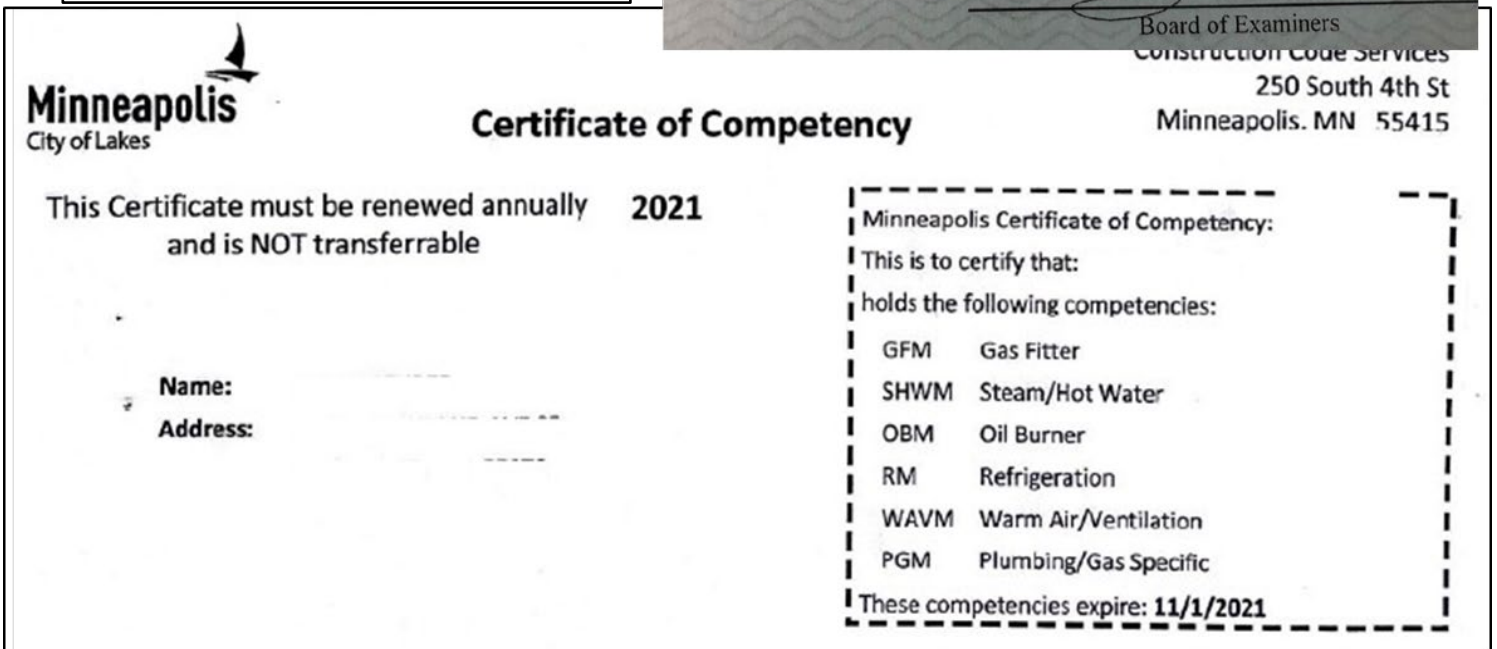
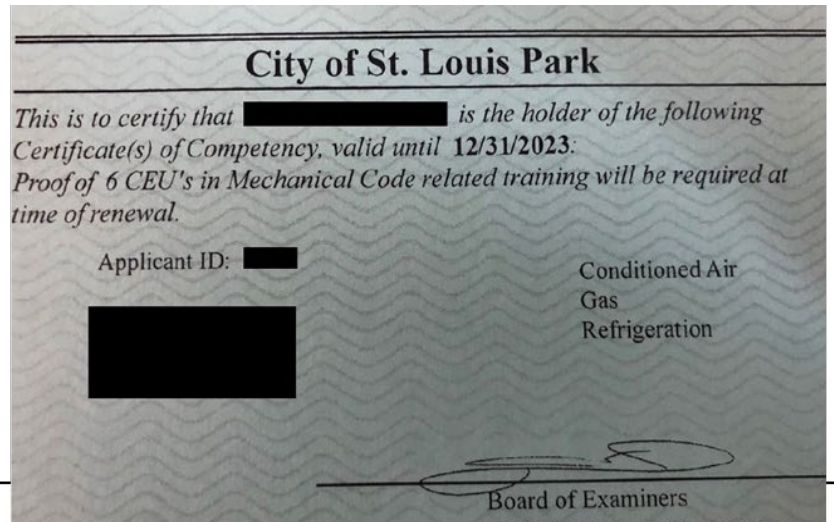
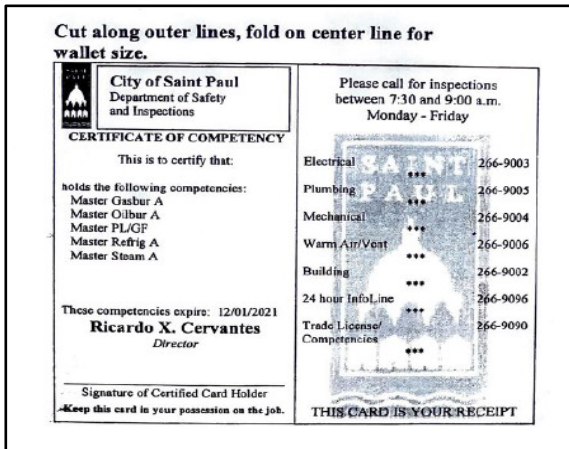
Below are samples from Minneapolis and St. Paul: They must say "Master" or "M" next to each competency you are applying for. "Journeyman" or "J" is not accepted as a Master Comp card. St. Louis Park only issues Master Comp cards.

**Gas** — May install, alter, repair, extend any gas piping system from the house side of the meter to appliances and may install manufactured gas or manufactured wood fireplaces.

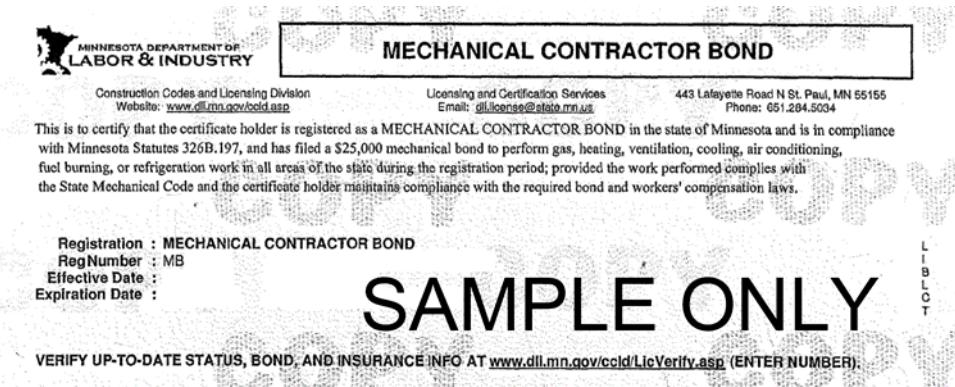
**Warm Air** — May install, alter, repair, clean or extend any heating, air conditioner (under 5 tons), ductwork, ventilation or exhaust system, manufactured fireplaces, fireplace stoves, stoves or other manufactured wood burning devices, incinerators, chimneys or vents. The holder of this license is the only person allowed to install furnaces.

**Refrigeration** — May alter, install, repair, clean or extend any cooling or refrigeration system (example: commercial coolers).

**Steam/Hot Water** — May install, alter, repair, clean or extend any hot water low-pressure steam system.



2. **Mechanical Contractor Bond certificate or print-out from state website.** Please include a copy of the certificate you received back from the state. **DO NOT SEND** the application submitted to the state – that will not be accepted.



If you are not able to find the above certificate, go to the state website <https://www.dli.mn.gov/sites/default/files/pdf/ims-license-registration-lookup.pdf> Once you are on your bond page, expand the blue/white arrow to show the full Legal Business name etc.

**Company Information**

**Business**

Legal Business Name: [REDACTED] MECHANICAL INC

DBA Name: [REDACTED]

Public Mailing Address: [REDACTED]

Unit/Apt/Suite: [REDACTED]

City: [REDACTED]

State: MN

Zip Code: [REDACTED]

EmailAddress: [REDACTED].com

Business Phone: (952) [REDACTED]

**NOTE:** To provide a copy of the bond from the state website, you need to expand the record details so the Legal Business Name, Public Mailing Address, Email, Business Phone and the MB number at the bottom are ALL SHOWING.

MB: [REDACTED]

3. Certificate of Insurance with the City of Minnetonka listed as the certificate holder

	<b>CERTIFICATE OF LIABILITY INSURANCE</b>	DATE (MMDDYYYY)
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.		
<b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).		
PRODUCER	CONTACT NAME	
	PHONE (A/C, No, Ext)      FAX (A/C, No)	
	E-MAIL ADDRESS	
	ADDRESS	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A	
	INSURER B	
	INSURER C	
	INSURER D	
	INSURER E	

SAMPLE ONLY

COVERAGES      CERTIFICATE NUMBER: CL21111727025      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	INSURER	POLICY NO.	POLICY EFF.	POLICY EXP.	LIMITS
LYR		RSD	WVD	(MMDDYYYY)	(MMDDYYYY)	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			11/15/2021	11/15/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 300,000 MED EXP* (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			11/15/2021	11/15/2022	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED    RETENTION \$			11/15/2021	11/15/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	11/15/2021	11/15/2022	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<p style="font-size: x-small;">CITY OF MINNETONKA 14800 MINNETONKA BLVD  MINNETONKA      MN 55345</p>	<p style="font-size: x-small;"><b>CANCELLATION</b></p> <p style="font-size: x-small;">SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p style="font-size: x-small;">AUTHORIZED REPRESENTATIVE</p>
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