



ROCHESTER

— *Minnesota* —

Building Safety Department

2122 Campus Drive SE Rochester, MN 55904 Phone: 507-328-2600 Fax: 507-328-2601

www.rochestermn.gov

Mechanical Licensing

In order to obtain mechanical permits, contractors must be licensed by the City of Rochester. The City of Rochester licenses individuals (Master Installer License) and contractors/businesses (Contractor License) in five (5) separate work classifications:

1. **Warm-air Heating and Ventilation Systems**
2. **Hot Water and Low Pressure Steam Heating Systems (includes geothermal and solar)**
3. **Refrigeration and Air Cooling Systems**
4. **Fuel-gas Piping Systems**
5. **Factory-built Fireplaces, Stoves, and Chimneys**

An applicant for a contractor license must first obtain a master installer license, or employ (full-time) such an individual currently licensed, in the work classification for which the contractor's license is sought. An applicant for a master installer's license must have a valid certificate of competency.

Unless otherwise exempted, individuals must show competency and pass an examination for each work classification in which licensure is desired. Homeowners may be issued a permit for the erection, construction, alteration, or change of mechanical equipment in or on a single family dwelling which is owned and occupied by such individual.

What is a Certificate of Competency?

A Certificate of Competency issued by the City of Rochester attests that the holder has the necessary qualifications, training, experience, and knowledge to install, alter, repair, or replace mechanical systems.

What is a Master Installer license?

A license utilized to describe a person that has shown competency in a particular work classification.

What is a Contractor license?

A license utilized to describe a business contracting work (with or without compensation) in any work classification. In order to obtain a contractor's license, a business owner must be, or have in full-time employ, a duly licensed master installer.

How do I get started?

An application for a Certificate of Competency must be completed and returned to the Building Safety Department. Every application shall be accompanied by a fee of \$25.00. Proof of education must accompany the application. Work experience must be provided in the form of diplomas, transcripts, certificates,

affidavits, etc. to prove you meet the eligibility requirements in order to take an exam. Candidates for examination must have completed at least one of the following:

1. Four (4) years training in an accredited school or equivalent apprenticeship program relating to the work classification(s) desired, and one year of on-the-job experience with a City of Rochester licensed contractor.
2. Five (5) years of on-the-job experience (relating to the work classification(s) desired) with a City of Rochester licensed contractor.
3. Five (5) years of on-the-job experience (relating to the work classification(s) desired) with a licensed contractor from a city other than Rochester, as long as the other city's licensing qualifications meet or exceed the City of Rochester requirements for licensure.
4. Possession of a mechanical engineering degree in a related work classification and a minimum of five (5) years of continuous work experience.

Where and how do I take an examination?

Once your application has been approved, you will be notified of examination fees, dates, times, and procedures by the Building Safety Department. Typically, examinations are conducted in March and September, but may be conducted at other times for unique situations. A score of 75% or more is considered a passing score.

If I don't obtain a passing score, when can I retake the examination?

An applicant may apply to retest for the following March or September examination.

Once I pass an examination, how do I obtain my license?

A score report will be mailed to the applicant. License applications and fees made payable to the City of Rochester must be remitted to the Rochester City Clerk's Office at:

**Rochester City Clerk's Office
201 4 ST SE
Rochester, MN 55904**

Every application for a contractor license must also be accompanied by substantiation that the applicant has satisfied the Minnesota state surety bond registration requirements. Questions relating to license applications and fees may be directed to the City Clerk's Office at 507-328-2900.

What about reciprocity?

Currently, the City of Rochester does not have reciprocal agreements with any other municipality. Licensure may be granted without examination by providing copies of a master level certificate of competency from the City of Minneapolis or St. Paul, MN.

How do I renew my license?

Master Installer and Contractor licenses expire on December 31st. License renewal applications are mailed out by the Office of the City Clerk in October. Late fees will be assessed if the application is not returned prior to January 1st of the license year.