



COMMONWEALTH OF KENTUCKY
Public Protection Cabinet
Department of Housing, Buildings and Construction
DIVISION OF HVAC
 101 Sea Hero Road, Suite 100
 Frankfort, Kentucky 40601-5412
 (502) 573-0395 Fax (502) 573-1401



MASTER HVAC CONTRACTOR LICENSE APPLICATION

*Please type or print application. Answer all questions on both pages of this application.
 An application fee payable to Kentucky State Treasurer shall be submitted with this application.
See attached fee schedule*

**Attach here a recent
 passport-sized, color
 photograph of applicant
 taken within the last six
 months.**

1. Name: _____
Last
First
MI

Address: _____
(Street, Route or Box Number)

City: _____ State: _____ Zip: _____

County: _____ Telephone: (_____) _____ - _____

Date of Birth: _____ / _____ / _____ Social Security number: _____ - _____ - _____

E-Mail Address: _____

2. Company Name: _____

Address: _____
(Street, Route or Box Number)

City: _____ State: _____ Zip: _____

County: _____ Telephone: (_____) _____ - _____

3. Examination Score Certificate must be enclosed. Date of exam: _____

4. Attach proof of general liability insurance. (Certificate of Insurance for general liability in an amount not less than \$500,000 and property damage in an amount not less than \$300,000). List the Department of Housing, Buildings and Construction, Division of HVAC, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5412 as certificate holder. License cannot be issued without a certificate on file.

For Office Use Only

Date Received _____

Approved _____

Issue _____

Pending _____

Journeyman # (if applicable) _____

Issue & Status _____



5. Have you previously held a Kentucky Master license in the Commonwealth of Kentucky? ____ Yes ____ No
If yes, list license number and date you were first licensed. (Attach copy of license)
License Number: _____ Date: _____

6. Are you currently licensed as a Journeyman Mechanic in the Commonwealth of Kentucky? ____ Yes ____ No
If yes, list license number and date you were first licensed. (Attach copy of license)
License Number: _____ Date: _____

7. HVAC experience (describe in detail, including dates and locations): _____

Kentucky Master(s) HVAC under whom your two (2) years experience as a licensed KY Journeyman Mechanic was obtained (if applicable):
Name: _____ KY Master Lic. # _____
Name: _____ KY Master Lic. # _____

List the name and address of HVAC employers and dates of employment. (Begin with current employer)

<u>Employer Name</u>	<u>Address</u>	<u>From</u>	<u>To</u>	<u>Phone number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Proof of experience is required

(W-2's, an affidavit from a KY Master HVAC license holder, copy of current out-of-state master HVAC contractor license or equivalent, Department of Defense Form DD 214, etc.)

The board, in accordance with KRS Chapter 13B, may revoke, suspend, place on probation, or restrict the license or certificate of any licensee or certificate holder pursuant to KRS 198B.672.

Applicant's Signature: _____ **Date:** _____

____ (Initial) I am not in default of any student loans backed by the KHEAA (Kentucky Higher Education Assistance Authority). I understand that if I am in default of any student loans backed by the KHEAA, I cannot receive a Kentucky Master HVAC Contractor license at this time.

COMMONWEALTH/STATE OF _____

COUNTY OF _____

The applicant, whose name is _____, being duly sworn declares that the foregoing subscribed statements are true to the best of their knowledge and belief, and that they have personally signed this application.

Subscribed and sworn to before me this the _____ day of _____, 20____.

Notary Public _____ My Commission expires: _____

License is pro-rated upon initial application. The division shall issue a license for no less than seven (7) months and no more than eighteen (18) months, based upon your birth month.

A fee shall be submitted with this application. Without this fee, the application will not be processed.

Make check or money order payable to Kentucky State Treasurer.

Use the fee chart below to locate the correct fee for this application. The fee is based on your birth month and the month in which you are applying.

Example: If you were born in October and you are applying in July, then the Master application fee is \$312.50. This license would be valid for 15 months. Each time you renew your license after your initial application, your license will be valid for one year and will be subject to annual renewal in October.

Continuing Education hours will be required for license renewals that have been issued for 12 months or longer.

		Master HVAC License											
		Month you are Applying											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Birth Month	Jan	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83
	Feb	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67
	Mar	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50
	Apr	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33
	May	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17
	Jun	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00
	Jul	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83
	Aug	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67
	Sep	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50
	Oct	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33
	Nov	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17
	Dec	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00