

**PUBLIC PROTECTION CABINET
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
LICENSING BRANCH
500 MERO STREET
FRANKFORT, KENTUCKY 40601-5412
(502) 573-2002 FAX (502) 573-1598**

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***

- 1. Name:** _____
Last First MI
- Address:** _____
(Street, Route or Box Number)
- City:** _____ **State:** _____ **Zip:** _____
- County:** _____ **Telephone:** (____) _____ - _____
- Birth Date:** _____ **E-Mail Address:** _____
- Check if applicable:** ☐ I am eighteen (18) years of age or older.

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

2. **Company Name:** _____
- Address:** _____
(Street, Route or Box Number)
- City:** _____ **State:** _____ **Zip:** _____
- County:** _____ **Telephone:** (_____) _____ - _____

- 3. Mark which is applicable:**

- a. ____ Examination Score Certificate must be enclosed.
- b. ____ Reciprocity: Include letter of good standing from state licensing agency/board.

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, 500 Mero Street, Frankfort, Kentucky 40601 as certificate holder. License cannot be issued without a certificate on file.**

For Office Use Only

Date Received _____
 Approved _____
 Pending _____
 Journeyman # (if applicable) _____
 Issue & Status _____

5. 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. #** _____

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.)

I have been convicted of a felony or a misdemeanor in the Commonwealth of Kentucky, any other state, or the United States.
YES ____ or NO ____.

If you have been convicted of a felony or misdemeanor, you might not be able to receive a Master HVAC Contractor license at this time. Please contact the Licensing Branch for further information.

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

License is pro-rated upon initial application. The Department 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.

	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