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**CITY OF ST. CHARLES, MISSOURI
HVAC/TINNER
OCCUPATION LICENSE APPLICATION
Fiscal Year July 1, 2018– June 30, 2019**

Company Name

License Holder

Address

City, State, Zip Code

Telephone Number:

e-mail address:

LICENSE FEE: \$50.00/Year

License Renewal **New License** (check one)

**I (We) hereby make application for a HVAC/Tinner license for the period beginning
July 1, 2018 and ending June 30, 2019**

Signature of Applicant

Companies whose offices reside in St. Charles County are required to submit a copy of their paid personal property taxes.

Internal Office Use

License No. _____

Bond Exp. Date _____

Insurance Exp. Date _____

PP Tax _____ Waiver _____

CITY OF ST CHARLES
DEPARTMENT OF COMMUNITY DEVELOPMENT
200 N. SECOND STREET, SUITE 303
ST CHARLES MO 63301

HVAC INFORMATION

Building Regulation 500.150 governs the licensing of persons who design, install, construct, maintain, service, repair, alter or modify a product or equipment in heating, air conditioning, refrigeration, ventilation, process cooling and process heating. Any person engaging in HVAC work must first obtain the appropriate (Class A, B or C) license issued by St. Charles County or have passed the International Code Council (ICC) test or the Block Test before 2005. The St. Charles County Building Department phone number is 636-949-7345. ICC website is www.iccsafe.org

1. Any person engaging in HVAC work will annually purchase a Tinner's License from the City of St. Charles, the cost of which is \$50.00, before such HVAC work is done.
2. A paid personal property tax receipt or tax waiver **in company name**. Companies whose offices are located in St. Charles County are required to submit a copy of their paid personal property tax receipt or obtain a waiver from the St Charles County Assessor's office, 636-949-7425.
3. **A \$10,000 compliance bond**. NOTE: Bonds for one year or more **must** expire on June 30th unless you have a continuous bond. If your bond is continuous, it must be stated on the bond. **You must submit the original bond to our department - no bond copies.** The bond is to be made out to the City of St. Charles.
4. Liability insurance coverage in the amount of \$500,000. PLEASE NOTE: insurance should be effective from July 1 to June 30th. City of St Charles should be listed as certificate holder.
5. Any person engaging in HVAC work must obtain the necessary inspections and approvals for such work in a timely fashion.
6. If you are running your business from your home and you reside in the City of St. Charles, you will need to apply for a home occupation license.

Questions regarding implementation and enforcement of this regulation may be directed to the Department of Community Development at 636-949-3227.