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OFFICE OF THE CITY CLERK

City Hall, 258 Main Street
 Oneonta, NY 13820-2589

Application to **RENEW** a HVAC Contractor's License in compliance with Chapter 210 of the Code of the City of Oneonta, New York.

The undersigned hereby makes an application to renew a HVAC Contractor's License for the calendar year 2018 in the City of Oneonta, New York and agrees to comply with all the applicable sections of the Code of the City of Oneonta as indicated above and submits the following facts in support thereof:

Date of Application: _____ **Permanent License Number:** _____

Type of renewal license: HVAC Contractor

Name of Applicant: _____

Date of Birth: _____

Name of Company/Business: _____

Business Address: _____

Business Telephone Number: _____

Business Email: _____

Name(s) of Apprentice(s):

A Journeyman shall be issued an identification card only after proof of four (4) years experience as an apprentice, an equivalent of enough years in the field or equivalent allowed for graduation from an accredited school of plumbing training equal to or greater than the State University College in Delhi, N.Y.

A Journeyman must be approved by the Code Enforcement Officer and City Clerk (proof of eligibility must be submitted). If the journeyman is part of a reciprocal license application, they do not require formal approval.

Name of Journeyman:

This license is not transferable and is revocable by the City of Oneonta for cause. Insurance required: A Certificate of Contractors' Liability Insurance is required with \$300,000 minimum coverage for liability and property damage combined, and a Certificate of Worker's Compensation Insurance Certificate (if there are employees on license) or a completed waiver: NYS WC/DB Exemptions Form CE-200 (available online at <http://www.wcb.ny.gov>). Any person employed by a under a Master License **MUST** carry with them at all times an identification card issued by the City Clerk.

ALL APPLICATION FEES ARE NON-REFUNDABLE.

Signature of Applicant

Date

Fee of \$125.00 to process application
 Fee of \$ 25.00 for each applicable apprentice/journeyman

Total fee amount: _____

 Date received

 Received by