



COMMUNITY PLANNING
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Dear Mechanical Contractor:

The City of Marshall is instituting an HVAC license program starting in 2023. All Mechanical contractors who do installation and service of heating, ventilation, and air conditioning work including associated ducting, piping, and equipment, such as furnaces and fireplaces, as regulated by the State Mechanical and Fuel Gas Code, will need the City license to be able to work in town. Exceptions include stand-alone (not duct connected) electric heaters, air conditioners, and combination units; bathroom and wall exhaust/supply fans; and low voltage HVAC control equipment.

The term of the license will be two years starting January 1, 2023 and the fee will be \$50. The only requirement for getting a license is having a valid mechanical bond with the State of Minnesota. Application for this license will be available on-line and renewals will be done on-line as well. However, this license may be revoked for conducting a business of mechanical contracting in violation of any State or local laws, including working without required building permit or not calling for inspections.

Thank you,

Community Planning Department