



STATE OF ALABAMA
**BOARD OF HEATING, AIR CONDITIONING
AND REFRIGERATION CONTRACTORS**

8 Commerce Street, Suite 200
PO Box 305025
Montgomery, Alabama 36130-5025
(334) 241-0840



Dr. Robert Bentley
GOVERNOR

Fax: (334) 265-0570
www.hacr.alabama.gov

Kathy S. LeCroix
EXECUTIVE DIRECTOR

Refrigeration Applicant Requirements and Instructions

On August 1, 2009 Act 2009-486 was made effective requiring all commercial refrigeration companies in the state of Alabama to employ a licensed refrigeration contractor by the State of Alabama Board of Heating, Air Conditioning & Refrigeration Contractors, as a responsible in charge for their company.

Prior to applying for refrigeration please be advised that you must have either passed the state of Alabama Refrigeration licensing exam or qualify under the current grandfathering provisions.

A contractor may grandfather in to avoid sitting for the mandatory licensing exam if he meets the requirements outlined on page 2 of this application package. **This grandfathering period ends on December 31, 2011. All applicants who wish to become certified after that date will be required to qualify for, sit for and pass the state licensing exam for refrigeration contractors.**

PLEASE BE ADVISED THAT HOLDING AND HVAC CERTIFICATION DOES NOT ALLOW YOU TO PERFORM THE DUTIES OF A COMMERCIAL REFRIGERATION CONTRACTOR. THERE IS A SEPARATE TEST FOR EACH LICENSE.

- 1) For contractors who are applying to be responsible in charge for a corporation, LLC, sole proprietorship or as an individual: please complete the Active Refrigeration Contractor application, obtain a performance bond in the amount of \$15,000, include a copy of your Type II, III or Universal refrigerant card used to purchase Freon along with a payment of \$165.00. Businesses who are incorporated in a state other than Alabama must first register as a foreign corporation with the Alabama Secretary of State's office prior to filing an application with this office.
- 2) For contractors who are applying to become an inactive refrigeration contractor please complete the Inactive Refrigeration Contractor application, include a copy of your Type II, III or Universal refrigerant card used to purchase Freon, along with payment of \$82.50. An inactive contractor may not perform any refrigeration work in the state of Alabama.
- 3) For businesses applying to change their business name, please contact the Board for specific instructions on which forms to file and what information will be needed to accomplish your request.
- 4) For businesses wishing to change the responsible in charge for their company please fill out and return the Change in Responsible in Charge form as well as return their certification card along with payment of \$25.00



Bob Riley
GOVERNOR

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Required Documentation to become Licensed as a Refrigeration Contractor under the Grandfathering Provision

An applicant will be deemed to have sufficient experience in the refrigeration business only if they have been engaged in the refrigeration business for a period of two years prior to August 1, 2009 and provides at least one of the following documentation requested below:

- 1. Submitting documentation proving that the name or the trade name of the applicant, or its responsible in charge, currently holds or held an occupational license as a refrigeration contractor issued by the State Board of General Contractors prior to August 1, 2009; and/or,
- 2. Submitting documentation proving that the name or the trade name of the applicant, or its responsible in charge, currently holds or held a business or occupational license as a refrigeration contractor issued by a county or municipality prior to August 1, 2009; and/or,
- 3. Submitting documentation proving that the name or trade name of the applicant, or its responsible in charge, currently holds or held a permit issued by the Alabama Department of Labor prior to August 1, 2009; and/or,
- 4. Submitting sworn statements signed by the owner(s) of the property attesting to the fact that the applicant was in fact responsible for the service, maintenance or installation of the refrigeration system performed for a period of two years, prior to August 1, 2009; and/ or,
- 5. Providing a copy of a Universal, Type II or Type III refrigerant card issued by the Environmental Protection Agency which was issued, and has been held for a period of two years, prior to August 1, 2009.

**Please mark the appropriate box and enclose the
requested documentation along with the
Refrigeration Contractor Application.**

CONTRACTOR LICENSE BOND

BOND# _____

KNOW ALL MEN BY THESE PRESENTS, That we _____
Business Name Only
_____ of _____,
Address

as Principal, and _____, as Surety, are held and firmly bound unto the State Board of Heating, Air Conditioning and Refrigeration Contractors, created by the provisions of Code of Alabama 1975,34-31-18, Et. Seq., in the amount of fifteen thousand dollars (\$15,000.00) for payment whereof well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

The condition of the foregoing obligation is such, however, that,

Whereas, the said Principal is engaged in the business of (check one or both)

- heating and air conditioning contracting; or refrigeration

in the State of Alabama, now if the said Principal shall faithfully observe all ordinances and laws of the State of Alabama and of any municipal corporation and county of this State, within which the Principal shall engage in any work, pertaining to said business or businesses, whether now or hereafter enacted, together with all rules, regulations and building codes established under the authority of said laws or ordinances; and shall perform in a workmanlike manner all work undertaken by said Principal in the prosecution of said business or businesses; and shall indemnify and save harmless the aforesaid State Board of Heating, Air Conditioning and Refrigeration Contractors from all liability occasioned or arising from acts done or omitted by said Principal, its servants or agents, in doing said work or from any unfaithful or inadequate work; and shall defend all suits brought against the State Board of Heating, Air Conditioning and Refrigeration Contractors based, in whole or in part, upon any act of default for which said Principal is responsible, and pay the costs and expenses thereof, and pay such damages as any person, firm or corporation may sustain by reason of violation of said laws, ordinances, rules, regulations or building codes by said Principal, its servants or agents, or by reason of the negligence of said Principal, its servants or agents, in the prosecution of said business or businesses, then this bond to be void, otherwise to remain in full force and effect.

Except as to liability accruing prior to the effective date of cancellation, the surety's liability on this bond shall be terminated fifteen (15) days after receipt by the Executive Director of State Board of Heating, Air Conditioning and Refrigeration Contractors of written notice of the surety's intent to cancel.

IN WITNESS WHEREOF, the said Principal and the said Surety have hereunto set their hands and seals at _____,
Address

_____ on this date _____.
State Date

By _____
Surety's Agent Principal Signature

Mailing Address

City State Zip Surety

Phone Number By _____
Attorney -In-Fact



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2011 ACTIVE REFRIGERATION APPLICATION

(Use this application to become Active Responsible in Charge for the first time OR to move from an Inactive status to Active Responsible in Charge for a business)

Refrigeration Lic. # _____

Business Name _____ Tax ID Number _____

Mailing Address _____

City _____ County _____ State _____ Zip Code _____

Physical Location _____

Business Phone _____ Cell Phone _____ Fax Number _____

This business is conducted in the following manner: *(circle one)* Individual Partnership LLC Corporation

NAME OF RESPONSIBLE IN CHARGE _____ SSN _____

The following individual(s) is regularly employed or is the sole owner of this organization and is the RESPONSIBLE IN CHARGE as defined in Code of Alabama 1975, Section 34-31-18 to 34 et. Seq. (Act 2009-486)

Responsible in charge, sign here: _____ Date: _____

Home Address _____ City _____ State _____ Zip _____

If this person holds an HVAC certification enter certification number here: _____

PLEASE BE ADVISED THAT REFRIGERATION CERTIFICATIONS ARE ISSUED TO THE BUSINESS NOT THE INDIVIDUAL. (In order to change businesses an individual contractor must reapply AND the old refrigeration business must submit a Change of Responsible in Charge form along with this form to certify a new contractor)

**STOP: INCLUDE PROPER DOCUMENTATION IF APPLYING UNDER
 GRANDFATHERING PROVISION**

LICENSE FEE: \$165.00

If you wish to pay by **Visa or Mastercard**, please enter the credit card information below:

Card Number _____ Expiration Date: _____

Signature of Card Holder: _____

Check # _____ Amount _____



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2011 INACTIVE REFRIGERATION APPLICATION

(Use this form to apply as a new inactive contractor OR to change your status from an active responsible in charge to an inactive contractor)

Name _____ Social Security Number _____

Mailing Address _____

City _____ County _____ State _____ Zip Code _____

Physical Location _____

Home Phone _____ Cell Phone _____ Fax Number _____

In accordance with Code of Alabama 1975, Section 34-31-18 to 34 et. Seq. (Act 2009-486), I hereby declare that all information is complete, true and correct

Signature of applicant: _____ Date: _____

Ref. Certification (if changing status)# _____ HVAC certification (if applicable): _____

**STOP: INCLUDE PROPER DOCUMENTATION IF APPLYING UNDER
 GRANDFATHERING PROVISION**

LICENSE FEE: \$82.50

If you wish to pay by **Visa or Mastercard**, please enter the credit card information below:

Card Number _____ Expiration Date: _____

Signature of Card Holder: _____

Check # _____ Amount _____