



Department of Community Development
 211 Walnut St. Neenah WI 54956
 Phone 920-886-6130 Fax 920-886-6129

Contractor: _____

Address: _____

To Whom It May Concern:

As of December 31, 2015, your current heating license with the City of Neenah has expired.

In order for you to continue working in the City, it will be necessary for you to renew your heating license. Each type of heating requires a separate license. In order to request your license, simply place a check mark next to each type of heating license you will need. Upon receipt of payment, your heating license and receipt will be mailed to you. The following are the heating license fees for this year:

- _____ **Warm Air Heating** **\$20.00 per License**
- _____ **Hot Water Heating** **\$20.00 per License**
- _____ **Steam Heating** **\$20.00 per License**

Also, please provide us with your **STATE REGISTRATION #** _____.

If you have a State HVAC Qualifier Certification there are no license fees due, but you are required to send a copy of your State HVAC Qualifier Certification to the City of Neenah in order to obtain permits.

Permits are required for all heating and air conditioning equipment installed in the City of Neenah. Failure to obtain permits will result in a municipal citation.

IMPORTANT NOTICE: Please be advised that a licensed electrician must install any new electrical wiring provided for a HVAC installation. Also, please provide us with the name of the electrical contractor you usually use: _____.

Our office is in the process of updating our information and would like to verify the below information and note the necessary changes

Phone #	Corrections:
Cell #	Corrections:
Fax #	Corrections:
E-mail	Corrections:
Other notes	

If you have any questions, please call me at 920-886-6130. We appreciate your prompt attention to this matter.

Sincerely,

Dan Brown, City of Neenah Heating Inspector