

REQUIREMENTS FOR A CITY OF OMAHA LICENSES FOR AIR CONDITIONING/ AIR DISTRIBUTION CONTRACTOR

- The City of Omaha issues two different licenses for air conditioning/ air distribution work. They are “Commercial” or “Residential” contractor.
- A Commercial contractor’s license permits the holder to install all types of air conditioning/ air distribution (excluding hydronics) systems.
- A Residential contractor’s license permits the holder to install of air conditioning/ air distribution (excluding hydronics) systems in one and two family dwellings only.
- Eight (8) or more years verifiable experience in the installation of ACAD systems; or
- Four (4) or more years verifiable experience in the installation of ACAD systems employed by a licensed master ACAD contractor after obtaining a journeyman ACAD technician license from the City of Omaha; or
- (Four (4) or more years verifiable experience in the installation of ACAD systems employed by a licensed master ACAD contractor after obtaining a journeyman ACAD technician license from another city with requirements equal to the City of Omaha; or
- If the applicant has completed the same examination administered by the board or a third party testing agency designated by the board with a score of 75 percent or greater, the board may waive the examination requirement; or
- If the applicant has a valid Bellevue, Nebraska, or State of Iowa master ACAD contractor license with an examination score of 75 percent or greater, the board may waive the examination requirement
- One year of experience is, 1750 hours installing ACAD systems in the employ of a licensed ACAD contractor.
- An application for an ACAD license must be submitted to the secretary of the ACAD Board 2 weeks prior to the next board meeting for placement on the agenda.

- Applications to be mailed to the Air Conditioning/ Air Distribution Board, c/o Permits and Inspections Division, 1819 Farnam Street, Suite 1110, Omaha, NE 68183
- Air Conditioning/ Air Distribution Board meetings are the first Tuesday of each month,
- An application fee of \$25.00 must accompany the application. All checks must be payable to the "City of Omaha".
- Applicants must provide written statements from past or present employers on their company letterhead stating dates of employment, a job description and list of work duties while employed with their company.
- If an employer is "out of business" the applicant must provide check receipts or W2 information to substantiate your position at the time of employment and your length of employment. Please omit all financial and/or personal information.
- If an applicant is "self-employed" the applicant must provide a complete chronological list of all "on the job" work experiences showing the amount of time and dates of work while operating an ACAD business. This information can be in the form of, work orders to customers, billing invoices, letters from customers and suppliers. Please omit all financial information.
- When licenses or certificates from other jurisdictions or organizations are provided, the applicant must provide the requirements and qualifications needed by that jurisdiction or organization to obtain that license or certificate. The applicant must also provide their passing score of any examination taken for that license or certificate.
- All applicants **must** appear before the board. Appearing before the board will allow the applicant to answer any questions the board may have about their application. Requests to appear before the board must be submitted to the secretary of the ACAD Board 2 weeks prior to the next board meeting for placement on the agenda.
- After an application has been approved by Air Conditioning/Air Distribution Board, the applicant will receive from the City of Omaha, an exam authorization form for a " Prometric" exam(s). This authorization form is valid for only 6 months from the date of authorization.

- Two exams are required to obtain a “Commercial” license. They are; “Commercial Air Conditioning and “Master Sheet Metal”. (Exam outline sheet attached)
- One exam is required to obtain a “Residential” license. It is; “Residential Air Conditioning”. (Exam outline sheet attached)
- Applicants must pass the required exam(s) with a grade of 75% or greater.
- All exams are given by “Prometric” at one of their examination sites, with the applicant’s exam scores forwarded to the City of Omaha.
- After an applicant receives a passing exam score(s) they must provide to the City of Omaha a surety bond in the amount of \$10,000.00 that list the applicants name and the contractor they will represent. And the contractor must provide a proof of liability insurance in the amount of \$300,000.00.
- Any questions please contact Permits and Inspections at (402) 444-5383 or (402) 444-5370