



## PUBLIC PROTECTION CABINET

### Department of Housing, Buildings and Construction

**Matthew G. Bevin**  
Governor

**Steven A. Milby**  
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#### Division of HVAC

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**David A. Dickerson**  
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**Timothy R. House**  
Deputy Commissioner

September 21, 2017

To whom it may concern,

An inquiry was made to the Division of HVAC as to HVAC license and permit requirements in the Commonwealth of Kentucky, specifically concerning maintenance personnel. The statutes that cover HVAC licensing and permits are KRS 198B.650 – 689. Specifically, KRS 198B.674 exempts full time maintenance personnel from licensure or permits if they are performing routine maintenance in connection with their employment. Routine maintenance is defined in KRS 1998B.650 as *“the routine and periodic servicing of heating, ventilation, and air conditioning systems, including cleaning, inspection, and adjustments to ensure the proper operation, and the removal and replacement of component parts. ”* Routine maintenance of heating, ventilation, or air conditioning shall not include the installation of complete new heating, ventilation, or air conditioning systems.” Furthermore, in the definition of a maintenance person or engineer, the statute states that *“the maintenance shall not include replacement of heating, ventilation, or air conditioning systems.”*

To summarize, maintenance personnel are not required to be licensed to change filters, adjust belts, or make minor repairs. When major repairs such as equipment replacement or new installations of HVAC equipment occurs, the work must meet any and all HVAC license and permit requirements. That means HVAC work must be performed by a Journeyman HVAC Mechanic under the general supervision of an HVAC Master. Mechanics handling refrigerants must also meet federal EPA guidelines which includes the 608 Certification. When new installations occur, or even equipment replacement in many local jurisdictions, the appropriate HVAC permit is required. Permitted work must be inspected and approved by the Authority Having Jurisdiction.

For further inquiries regarding HVAC licensing, permitting and inspections in the Commonwealth, please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Roger Banks Jr.", written in a cursive style.

Roger Banks Jr.  
Assistant Director, Division of HVAC



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