STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING AND REFRIGERATION CONTRACTORS
8 Commerce Street, Suite 200
P.O. Box 305025
Montgomery, Alabama 36130-5025
(334) 241-0840

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

Robert Bentley
GOVERNOR

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.

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