



Inspections Department

Enclosed is a 2012 Tree Maintenance Contractor License application that you are required to fill out completely, submit with required documentation and pay the fee before you perform any work in St. Louis Park during 2012. *The 2012 annual license fee is \$85 and the decal fee is \$8/decal.* City Council approved fees during the October 3, 2011 meeting.

Additional requirements, approved by City Council, for licensing are as follows:

- Proof that at least one employee for the company is a Certified Arborist at the time of application. *You will notice on the application there is a section in which you will check that you have enclosed this proof. If proof is not provided at the time of submitting your application, you will not be issued a license until you do so.* This certification involves a 3 hour classroom exam covering 12 urban tree care domains, and requires, prior to taking the exam, a minimum of 3 years of urban tree care experience. For more information about the ISA Certified Arborist Exam and local exam dates, contact: <http://www.isa-arbor.org>. or call 888.ISA.TREE or 217.355.9411.
- Tree services performed will be required to meet the ANSI standards.

Please complete the section of the application that requires vehicle information. *You will need to provide proof of insurance (\$1,000,000 General Liability).* Payment, proof of insurance is due at the time of submittal. The city accepts cash, check (made to the City of St. Louis Park) or credit card (Visa, MasterCard, Discover or American Express).

The City has received notice from the Minnesota Department of Labor and Industry that all licensed establishments must complete and submit a "Certificate of Compliance" form proving evidence of compliance with the workers' compensation insurance coverage requirement by MN Statutes Chapter 176. This **signed form is in addition** to any other required license insurance certificates and will be required with license renewals each year going forward. **Please complete and sign the enclosed form and return with your license application.**

If your Workers' Compensation policy is ever cancelled within the license period, you are required to notify the City by resubmitting this form. If you have any questions regarding the new policy please contact the Minnesota Department of Labor and Industry at 651-284-5005.

Please contact the Inspections Department at 952-924-2588 with any questions pertaining to your 2012 license application.

The Inspections Department



2012 Tree Maintenance Contractor License Application

Contractor Information:

Business Name _____ Contact Name _____

Address _____ Street _____ City _____ State _____ ZIP _____

Phone () _____ FAX () _____ Alternate () _____

Federal Tax ID No. _____ MN State Tax ID No. _____

Social Security No. (if Tax ID numbers are not available) _____

I have enclosed proof that at least one of my current employees is a Certified Arborist

Vehicle Information

Table with 5 columns: License Plate, Year, Make/Model, Cubic Size, Decal #

Attach additional sheets, if necessary

2012 Fee Schedule: Tree Maintenance Contractors License \$85 Decal Fee \$8/decal

License Fee: _____ Decal Fee: _____ Total Fee Paid: _____

Some or all of the information that you are asked to provide on the application is classified by State law as either private or confidential.

The Undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of St. Louis Park code.

Applicant's Signature _____ Date _____

Office Use Only

Total Fee Paid: _____ Lic # _____ WC [] Ins []

Form of payment: Check # _____ Charge _____ Cash _____ Date Issued _____ Initials _____

Minnesota Department of Labor and Industry
 Construction Codes and Licensing Division
 Licensing and Certification Services
 443 Lafayette Road North
 St. Paul, MN 55155
 Phone: (651) 284-5034
 Fax: (651) 284-5743
 www.dli.mn.gov
 dli.license@state.mn.us

Certificate of Compliance Minnesota Workers' Compensation Law

**THIS FORM MUST BE COMPLETED AND SIGNED BY ALL
 BUSINESS TYPES**

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

CONTRACTOR'S LICENSE or CERTIFICATE NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
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BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.)

DBA ("doing business as" or also known as an assumed name) (if applicable)

BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE	ZIP CODE
COUNTY	E-MAIL ADDRESS		

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1 or 2 below.

NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent)

POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
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NUMBER 2 – Reason for exemption from workers' compensation insurance

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I am self-insured for workers' compensation (include a copy of authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

Other: _____

I certify that the information provided on this form is accurate and complete.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
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NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.



Tree Contractor:

I'd like to welcome you to work in St. Louis Park. I'm encouraged to see that you are applying for a license to work in our fair city. City ordinance requires that any tree contractor performing any type of tree work in St. Louis Park retain and hold a current license in their possession.

With licensing in St. Louis Park come high expectations of adhering to all of our ordinances and performing up to current American National Standard Institute (ANSI) tree maintenance recommendations: ANSI A300 – Pruning Practices and ANSI Z133 – Safety Practices. I'd like to highlight some practices, City ordinances and expectations that many tree contractors neglect when working in St. Louis Park:

- **All boulevard trees are the property of the City of St. Louis Park.**
- **No one can remove or prune a boulevard (street tree) tree without permission (permit) from the City Forester.**
- **Boulevard trees are pruned, by the City under contract, every 7-8 years.**
- **We discourage and will never recommend topping any tree for any reason.**
- **We strongly recommend and encourage proper pruning practices (i.e. no ripping of bark, no flush cutting and no SPIKES on trees)**
- **Dutch elm disease (DED) is a big problem and the wood must be disposed of properly – the wood can not be stored as firewood.**
- **All DED trees removed must have their stumps de-barked (wood either removed or loosened from the stump) to prevent the elm bark beetle (the DED vector) from reproducing underneath the bark.**
- **You must provide traffic control (your own), if working in the City right-of-way, sometimes securing a permit if obstructing the entire street.**
- **All of your fleet vehicles must display current year's license decal and your personnel in the field must retain a copy of your license.**

Another positive note for purchasing a license in our city is that your company name and phone number is added to our list of tree contractors. This list is heavily promoted throughout the city and is given to residents inquiring about tree contractor references.

Please contact me with any questions or concerns you have regarding performing tree maintenance in St. Louis Park. Thanks for licensing your company in our city.

Jim Vaughan
Environmental Coordinator
jvaughan@stlouispark.org
952-924-2699