

## Mechanical contractor license

Enclosed is the 2019 mechanical contractor license application. Payment is due at the same time the application is submitted. Checks should be payable to the "City of St. Louis Park" or we accept Visa, MasterCard, Discover and American Express.

### **\*Required every year, every license type\***

The Minnesota Department of Labor and Industry requires all licensed businesses to complete and submit the attached "Certificate of Compliance" form providing evidence of compliance with the workers' compensation insurance coverage requirement by Minnesota Statutes Chapter 176. Please complete and sign the enclosed form and return it with your license application. If you have no employees or are self-insured, simply check the applicable box #2 reason for exemption. If you have workers' compensation insurance and your 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 this policy, please contact the Minnesota Department of Labor and Industry at 651.284.5005 for details on how to complete this form.

You are required to fill the application out completely, submit with required documentation and pay the fee before you perform any work in St. Louis Park during 2019. Along with the completed application and payment, proof of insurance (\$1,000,000 general liability) and a copy of your state mechanical bond is due at the time of submittal.

Please complete the section of the application that requires City of St. Louis Park competency cardholders name, card number and expiration date. Without this information, a license cannot be issued. If you don't have the information on file, call the inspections department at 952.924.2588 to look up the information.

### **Submission checklist**

- Completed, signed and dated 2019 mechanical contractor license application
- Completed, signed and dated workers' compensation form
- Have a current St. Louis Park Competency Card holder employed and listed on application
- Copy of your current state mechanical bond
- General liability insurance certificate of at least \$1,000,000 dollars with the City of St. Louis Park listed as the certificate holder
- Payment

Please return via one of the following methods:

- **Mail:** Mail to the following address:  
City of St. Louis Park  
Attn: Inspections  
5005 Minnetonka Blvd.  
St. Louis Park, MN 55416
- **Email:** [inspections@stlouispark.org](mailto:inspections@stlouispark.org). Do not include credit card information in an email; we will call for payment.
- **Fax (secured):** 952.924.2663. You may submit credit card information on a cover sheet, or we will call for payment.

Please contact the St. Louis Park Inspections Department at 952.924.2588 with any questions pertaining to your mechanical contractor license application.

## 2019 Mechanical contractor license application

### License fee — \$105

**Contractor information**

Business name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal tax ID number: \_\_\_\_\_ Minnesota State Tax ID number: \_\_\_\_\_

Social security number (if tax ID numbers are not available): \_\_\_\_\_

**Competency cardholder information**

The business must have a St. Louis Park competency cardholder.

Competency	Name of St. Louis Park competency card holder	St. Louis Park competency card number	Expiration date
Gas piping			
Conditioned air			
Steam and hot water			
Refrigeration			

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. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is to annually update our records and records of other governmental agencies required by law. If you refuse to supply the information, the license may not be issued.

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 signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only**

 Total fee paid: \_\_\_\_\_ License number: \_\_\_\_\_  WC  Bond  Ins

Form of payment: Check number: \_\_\_\_\_ Charge: \_\_\_\_\_ Cash \_\_\_\_\_ Date issued: \_\_\_\_\_ Initials: \_\_\_\_\_



## Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

### Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. 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.

License or certificate number (if applicable)	Business telephone number	Alternate telephone number	
Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)			
DBA ("doing business as" or "also known as" an assumed name), if applicable			
Business address (must be physical street address, no P.O. boxes)	City	State	ZIP code
County	Email address		

**You must complete number 1 or 2 below.**

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1.  **I have a workers' compensation insurance policy.**

Insurance company name (not the insurance agent)

Policy number	Effective date	Expiration date
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**I am self-insured for workers' compensation.** (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see <https://mn.gov/commerce/industries/insurance/licensing/self-insurance>.)

2. **I am not required to have workers' compensation insurance because:**

- I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)
- I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

**Print name**

Applicant signature (required)	Title	Date
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If you have questions about completing this form or to request this form in Braille, large print or audio.