

Tree maintenance contractor license

Enclosed is a 2019 tree maintenance 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 any required documentation and pay the fee before you perform any work in St. Louis Park. Additional requirements, approved by city council, for licensing are as follows:

- Provide proof that at least one company employee is a certified arborist at the time of application. If proof is not provided at the time of submitting your application, you will not be issued a license until you do so. For more information about the ISA Certified Arborist Exam and local exam dates, visit www.isa-arbor.com, or call 888.ISA.TREE or 217.355.9411.
- Tree services performed will be required to meet the American National Standard Institute (ANSI) standards.
- Proof that your company is registered as part of the tree care registry. Please list your certificate number on the form. To register your company, visit www.mda.state.mn.us/tcr. If you are not currently registered, a license will not be issued until proof is provided.
- Provide vehicle information as requested on the application.
- Provide proof of insurance (\$1,000,000 General Liability) listing the city as a certificate holder.

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. 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 about your tree maintenance contractor license application.

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 the 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 comes high expectations of adhering to all city ordinances and performing 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 (street trees) are the property of the City of St. Louis Park.
- No one can remove or prune a boulevard 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 cannot 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 of purchasing a license in St. Louis Park 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 the city.

Jim Vaughan
Environmental Coordinator
jvaughan@stlouispark.org
952.924.2699

2019 Tree maintenance contractor license application

Tree maintenance contractor license — \$100; decal fee — \$10 /decal

Contractor Information

Business name: _____ Contact name: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____ Alternate: _____

Federal tax ID number: _____ Minnesota State Tax ID number: _____

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

I have enclosed proof that at least one of my current employees is a certified arborist.

Current Minnesota Tree Care Registry certificate number: _____

Vehicle information

License plate	Year	Make/Model	Cubic size	Decal number

Attach additional sheets if necessary.

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. 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 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.