



CITY OF FALCON HEIGHTS

2077 W Larpenteur Ave
Falcon Heights MN 55113
Phone 651-792-7600. Fax 651-792-7610
www.falconheights.org

FOR OFFICE USE
License Number:
Approval Date:
Amount Paid:
Receipt:

2020 Contractor License

Application Form

\$35.00 - Application Fee

Firm Name: _____

Business Address: _____

Telephone: Business: _____ Fax No: _____

Email address: _____

(Will be used to send out next year's renewals).

Name of Owner: _____

Home Address: _____

Telephone: Residence: _____

List your skillset areas: (Examples: chimneys, roofs, cement work, remodeling, driveways, signs, etc)

Other communities in which you are licensed: _____

ITEMS REQUIRED FOR LICENSURE:

- Insurance minimum of \$300,000/\$500,000/\$100,000
(The city of Falcon Heights should be named as additional insured.)
- State of Minnesota Tax ID Form
- State of Minnesota Workers' Compensation Form
- ***Proof of insurance must be furnished with application and must indicate 10 days notice before cancellation.***

I swear that the above statements are true to the best of my knowledge and belief.

Signature

Date

**STATE OF MINNESOTA TAX ID FORM
LICENCE APPLICATION INFORMATION**

Under Minnesota law (M.S.270.72), the agency issuing you this license is required to provide the Minnesota Commissioner of Revenue your Minnesota business tax identification.
Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange in Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form to the licensing agency. Do not return to the Department of Revenue.

Type of license being applied for

Licensing authority (name of city, county, or state agency issuing license)

License renewal date

Personal information:

Applicant's last name

First name & initial

Applicant's address

City

State

Zip code

Business information:

Business name

Business address

City

State

Zip code

Minnesota tax ID number

Federal tax ID number

If a Minnesota tax ID number is not required, please explain:

Signature

Title

Date

Return to the City of Falcon Heights

2077 Larpenteur Avenue West
Falcon Heights, MN 55113

Email: mail@falconheights.org
Website: falconheights.org
Phone: (651) 792-7600
Fax: (651) 792-7610

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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City Code of Falcon Heights, Minnesota

Chapter 14 - Businesses

Sec. 14-8 - Contractors license requirements and regulations

(a) *Generally.* Residential building and remodeling contractors who engage in business in the city must present the city with proof they hold the required state license. Residential building and remodeling contractors who provide only one special skill and all commercial building and remodeling contractors who are not required to have a state license must maintain a Falcon Heights contractor license. Common services requiring licensure include, but are not limited to:

- (1) Asphalt paving and driveway installation.
- (2) Cement work, cement bond work, cement block laying, or brick work.
- (3) General construction including erection, alteration or repair of building.
- (4) Moving or demolition of buildings.
- (5) Plastering, drywall, outside stucco work, or lathing.
- (6) Heating, cooling, and gas installation including appliances, devices or machinery, but if the contractor holds a state license in the Plumbing discipline, a city contractor license is not required.
- (7) Roofing.
- (8) Fence erecting.
- (9) Sign and billboard erecting.
- (10) Excavation for basements, foundations, grading of lots, etc.
- (11) Water and sewer excavating, installation, and connection.
- (12) Tree removal and/or tree trimming, except that no license shall be required when the work to be done is performed under the direction of the public utility otherwise authorized to use the streets of the city for work related to such utilities.

(b) *Licensing procedure.*

- (1) *Application and issuance.* Application for contractor's licenses must be on forms provided by the city, accompanied by the appropriate fee as stipulated in the City Fee Schedule, and any special requirements set forth for specific contractors. Such application shall be submitted to the city administrator for approval.

- (2) *Revocation.* Every license may be revoked by the city council for violation of this code or whose work is found to be improper, defective, or so unsafe as to jeopardize life or property providing the license holder has been given reasonable notice and a hearing is held.
- (3) *Reapplication following denial.* In the event an individual is denied license, that individual may not reapply for a license until six months have passed from the date of denial.
- (4) *Insurance.* All contractors must apply for a license and provide to the city a certificate of insurance showing evidence that the applicant has in effect public liability insurance in the amount of at least \$300,000.00 for injury of one person, \$500,000.00 for injury of two or more persons in the same accident and \$100,000.00 for property damages. The insurance shall remain in and be in force and effect during the entire term of said license. Should any insurance be canceled, the city shall be given ten days notice, and the license issued shall be suspended and inoperative until adequate insurance is provided.
- (5) *Expiration.* All licenses under this section shall expire on December 31 of the year of issuance, unless sooner revoked or forfeited.

(c) *General and subcontractor licenses.* A license granted to a general contractor shall include the right to perform all of the work included in the general contract. Such license shall include any or all of the persons performing the work which is classified and listed in this section, providing that each person performing such work is in the regular employ of such general contractor and qualified under state law and the provisions of this Building Code to perform such work. In these cases, the general contractor shall be responsible for all of the work so performed. Subcontractors on any work shall be required to comply with the sections of this Code pertaining to license, bond, qualifications, etc. for their particular type of work.

(Code 1993, §§ 5-2.01, 5-2.02; Ord. No. 20-01, § 1, 2-12-2020)