

Contractor Licensing Requirements



WHO CAN APPLY FOR AN APPLICATION & PERFORM PERMITTED WORK?

PROPERTY TYPE	PERMIT TYPE				
	Plumbing	Electrical	Mechanical	Building	Zoning
Single Family Residential	C O	C O	C O	C O	C O
[Rental] Single Family Res.	C O	C O	C O	C O	C O
Multi-Family (up to 4 units)	C	C	C O	C O L	C O L
Multi-Family (over 4 units)	C	C	C	C O L	C O L
Commercial	C	C	C	C O L	C O L T

C = Contractor  = State Licensed Contractor Only O = Owner L = Landlord/Property Manager T = Tennant

MOUNDS VIEW CITY CONTRACTOR LICENSE INFORMATION

License fee \$60 per calendar year (Jan 1 - Dec 31)

Minnesota State Licenses include: Electrical Contractor, Elevator Installation, Fire Alarm System Installation, Fire Protection/Sprinkler Installation, Fireworks Displays, General Contractor (Residential), Manufactured Home Installation, Plumber, Roofer, Technology Systems, Underground Storage Tank Installation/Removal.

Certificate of Liability Insurance (minimum requirements) - Public Liability per Person: \$100,000; Public Liability per Occurrence: \$300,000; Property Damage: \$50,000.

Permitted work:

- ◆ ABOVE GROUND TANK INSTALLATION AND REMOVAL – City license and Certificate of Insurance required.
- ◆ ASPHALT - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ BUILDING MOVERS - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work. In addition, a MnDOT Building Mover License is required if building size is 320 square feet or over 16 feet wide or 20 feet long).
- ◆ CEMENT/MASONRY – City license and Certificate of Insurance required (Exceptions: State of MN residential building contractor license; or residential property owner).
- ◆ COMMERCIAL PROPERTIES - Any general contractor doing work to **any commercial property** or residential property over four units requires a City contractor license for a Commercial General Contractor (in addition to State license or registration). Certificate of Insurance is required. Includes commercial roofing work.
- ◆ CHEMICAL FIRE SUPPRESSION - City license and Certificate of Insurance required.

- ◆ DEMOLITION/WRECKING - City license and Certificate of Insurance required (Exceptions for residential: State of MN residential building contractor license; or residential property owner).
- ◆ DECK OR STEP INSTALLER (excluding concrete footings) - City license and Certificate of Insurance required (Exceptions: State of MN residential building contractor license; or residential property owner).
- ◆ EXCAVATION only – no sewer/water work - City license and Certificate of Insurance required.
- ◆ FENCE INSTALLATION - City license and Certificate of Insurance required (Exceptions for residential: State of MN residential building contractor license; or residential property owner).
- ◆ FIREPLACE/STOVE INSTALLER – [GAS COVERED UNDER HVAC] City license and Certificate of Insurance required (Exceptions for residential: State of MN residential building contractor license; or residential property owner).
- ◆ HVAC/GAS CONTRACTORS – City license and Certificate of Insurance required, If business does not have a plumbing contractor’s license or other state issued license. State law requires that a Statewide Surety Bond be obtained and Filing Fee for mechanical work per MS326.992 in Minnesota. Law effective: July 1, 2003. Please provide the City of Mounds View with a copy of the bond with this application. If you have any questions about the state bond, call the Building Codes and Standards Division at 651-284-5068 or go to: http://www.doli.state.mn.us/bc_mechanical.html.
- ◆ INSULATION/VAPOR BARRIER INSTALLER - City license and Certificate of Insurance required (Exceptions for residential: State of MN residential building contractor license; or residential property owner).
- ◆ LAWN IRRIGATION – A home owner or lawn irrigation contractor (installer) does not require a license with the city, however a licensed plumber must obtain the permit to make the *required* back flow preventer installation and annual testing. The installer can obtain the permit if a LETTER OF DELEGATION OF AUTHORITY is submitted from a licensed plumber. This letter of delegation is available on our web site at www.ci.mounds-view.mn.us. A copy of the Technology Systems Contractor license and PL number of the qualifying Power Limited Technician per Minnesota Statute 326.242 is required. Please see the Lawn Sprinkler Handout on our web site for more information on the lawn sprinkler and rain sensor requirements.
- ◆ MANUFACTURED HOME INSTALLATION OR REPAIR - If you perform manufactured home installation or repair, a manufactured home installer license with the State of Minnesota is required. An installer who also engages in the installation or repair of prefabricated dwellings may be required to obtain both a residential building contractor or remodeler license *and* a manufactured home installer license.
- ◆ PLUMBING – Please provide the City with a copy of your state license and bond. There is no City license required.
- ◆ PLASTER, DRYWALL, LATHING, WALL BOARD - City license and Certificate of Insurance required. (*Exceptions for residential: State of MN residential building contractor license; or residential property owner*).
- ◆ SEWER & WATER (S/W) EXCAVATORS - If you are an Excavator and need to obtain sewer and water permits, you must have a licensed plumber sign a “Letter of Authority to Obtain Permits” form. Excavators need a city license with a certificate of insurance and a \$50.00 license fee. MN PIPELAYER CARD (MUCA) is accepted to obtain sewer and water permits in lieu of the letter of delegation authority letter from a plumber.
- ◆ SHED INSTALLATION - City license and Certificate of Insurance required. (*Exceptions for residential: State of MN residential building contractor license; or residential property owner*).

- ◆ SIGN/BILLBOARD INSTALLATION - City license and Certificate of Insurance required. (Note: Although Mounds View does not require a bond, other Cities may. Please note that pursuant to Minnesota Statutes 326B.865, sign contractors may post an \$8,000 bond with the state of Minnesota in lieu of obtaining city bonds to get licensed as a sign contractor. All sign contractor licensing is still done at the city level and the "state bond" is not mandatory. It is an option for sign contractors who prefer to get this bond instead of city-required bonds.)
- ◆ SIDING/STUCCO (Soffit, Fascia, Trim, Gutters) - City license and Certificate of Insurance required. (*Exceptions for residential*: State of MN residential building contractor license; or residential property owner).
- ◆ SOLAR INSTALLATIONS (Roof mounted photovoltaic [PV] systems) - City license and Certificate of Insurance required (or State of MN residential building contractor, remodeler, or roofer license for residential work). DLI: A state license is required for a contractor if "the support system for a residential roof must be reinforced in order to support the additional load of the solar PV system."
- ◆ SWIMMING POOL/SPA/HOT TUB INSTALLER - City license and Certificate of Insurance required. (*Exceptions for residential*: State of MN residential building contractor license; or residential property owner).
- ◆ TREE TRIMMING/REMOVAL - City license and Certificate of Insurance required. Please also provide Arborist number if you have one. (*Exceptions for residential*: residential property owner).
- ◆ WINDOW/DOOR/GARAGE DOOR INSTALLATION - City license and Certificate of Insurance required. (*Exceptions for residential*: State of MN residential building contractor license; or residential property owner).