



The State of Minnesota licenses the following contractor types:

See: <http://www.dli.mn.gov/CCLD/RBCWho.asp> for specifics. The City of Andover registers and verifies State issued licenses.

- Residential Contractors (New or existing, one to four family buildings, including attached and detached garages.)
- Roofing Contractors
- Plumbers
- Fire Sprinkler Contractors
- Elevator Installers
- High Pressure Piping Installers
- On Site Sewage Treatment Designers, Installers and Septic Pumps
- Building Movers
- Electricians
- Water Conditioning Contractors
- Sewer and Water Installers (Plumber or MN Pipe Layer Card)
- Well Drillers

Effective Sept. 15, 2012, all non-licensed commercial and residential contractors must register with the Department of Labor and Industry.



The City of Andover licenses only Mechanical Contractors:

- Heating, Ventilation, Air Conditioning
- Gas Fireplace Installers
- Liquid Fuel or Fuel Gas Piping -- a certificate of competency or other evidence demonstrating competency must be provided prior to issuance of a license.

To obtain a new or renewed license in the City of Andover, an applicant must submit:

1. A Completed Andover Contractor License Application Form
2. A Certificate of Insurance – current with minimum personal injury liability limits of \$100,000.00 per individual, \$300,000.00 per accident; and \$50,000 damage or destruction to property; and
3. A License Fee of \$50.00

City licenses expire and are subject to renewal on December 31st of each calendar year.

- ✓ All contractors must be currently licensed to obtain permits from the City of Andover.
- ✓ State licensed contractors must provide a current State License, bond and insurance certificate to the City of Andover.
- ✓ Please contact the Andover Building Department with any questions regarding the license process at 763-755-8700

**MINNESOTA CERTIFICATE OF COMPLIANCE
WORKERS' COMPENSATION LAW**

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance of renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Chapter 176. The information required is: the name of the insurance company, the policy number, and the dates of coverage of the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, licenses and permits to operate a business may not be issued or renewed if it is not provided and/or falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

- Check One:**
- I am not required to have workers' compensation liability coverage because:
 - I have no employees
 - I am self-insured (include permit to self-insure)
 - I have no employees who are covered by the worker's compensation law (these include; Spouse, Parents, Children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Signature: _____ Date: _____

INDEMNIFICATION AGREEMENT

TO: **City of Andover**
1685 Crosstown Boulevard NW
Andover, MN 55304

THE FOLLOWING MUST BE SIGNED BY AN OFFICER OF THE CORPORATION OR BY THE OWNER AND WITNESSED:

In consideration for the granting of this license, the license applicant agrees to hold the City harmless from all damages and claims of damage which may arise by reason of any negligence of the Contractor or the Contractor's agents or employees engaged in the performance of this Contract/Permit, and will indemnify the City for the amount of all claims, liens, expenses and claims for liens of work, tools, machinery, materials or insurance premiums and for the amount of all loss by reason of the failure of the Contractor to fully perform its obligation under this Contract/Permit, including but not limited to attorney fees and cost incurred relative to such claims and losses.

Signature: _____ Date: _____
Officer of the Corporation or Owner of Sole Proprietorship

Witness

CITY OF ANDOVER TAX CLEARANCE

Pursuant to Minnesota Statute 270.72 Tax Clearance: Issuance of Licenses, the licensing authority required to provide to the Minnesota Commissioners of Revenue your Minnesota Business Tax Identification Number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest;
2. Upon receiving this information, the licensing authority will supply the information only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your licensing application.

Please supply the following information and return along with your application to the agency issuing the license:

DO NOT RETURN TO THE DEPARTMENT OF REVENUE.

License Being Applied for or Renewed: CONTRACTOR
Licensing Authority: CITY OF ANDOVER
License Renewal Date: January 1st

Personal Information:

Applicant Name: _____
Applicant Address: _____
Social Security Number *(only required if no TAX ID number)*: _____

Business Information:

Business Name: _____
Business Address: _____
Minnesota Tax Identification Number: _____
Federal Tax Identification Number: _____

If Minnesota Tax Identification number is not required, please explain.

Signature: _____ Company: _____