City of Saint Paul, Minnesota
License Application for House Drain Contractors

Date_____

TO THE BOARD OF SEWER EXAMINERS:

Application is hereby made for license to engage in the business of House Drain Contractor in the Streets of the City of Saint Paul, Minnesota, in accordance with Ordinance No. 7661, approved December 20th, 1935, and all amendments thereto. I hereby agree to comply with all the Rules and Regulations of the Department of Public Works and the ordinances of the City of Saint Paul regulating House Drain Contractors, and I understand that any violation of any of the above provisions will be cause for the revocation of said license.

Are you a citizen of the United States? Yes No (Circle answer)

Please list on attached pages, your experience and references in connection with said house sewer construction work. Also give us the dates of said work.

Name _____

Address _____

_____

_____

Telephone number _____

Please call Lori at (651) 266-6230 if you have questions. You may also fax your application (651) 298-5621 or email it to: lori.lemke@ci.stpaul.mn.us

RECORD OF EMPLOYMENT

Account for all periods of time including periods of unemployment and self-employment since leaving high school. Start with your present employment.

Page 3 must be completed and accompany Page 2

Terms of Employment	Names & Addresses of Employers	How Long Years, Mo.	From Mo./Yr.	To Mo./Yr
#1- Present				
#2- Prior to #1				
#3- Prior to #2				
#4- Prior to #3				
#5- Prior to #4				
#6- Prior to #5				
#7- Prior to #6				
#8- Prior to #7				
#9- Prior to #8				

(If more space is needed, use supplementary sheet)

ACTIVITY SUMMARY

Any person who is a citizen of the United States of America, who has had at least three(3) years of experience in responsible charge of minor sewer work involving knowledge of trenching, bracing, tunnel work, pipe laying, in public streets and all other matters pertaining to and incidental to such sewer work, are eligible to receive a license, ... Section 2.04.1

Note: From the chronological list of your activities, summarize your work experience i.e., laying pipe, running equipment, mixing mortar, etc., for each. For each activity, please list the name and phone number of a contact person. If you have done sewer work for municipalities, please provide the name and phone number of the sewer inspector for each municipality.

(If more space is needed, use a supplementary sheet)

House Drain Contractor License

Any person who has had at least three (3) years experience in responsible charge of minor sewer work involving knowledge of trenching, bracing, tunnel work, pipe laying in public streets and all other matters pertaining to and incidental to such sewer work, is eligible to apply for a license. Your application will be reviewed by employees within the Sewer Utility Division. You will be notified by phone whether your application has been approved or disapproved. If you have been approved, you are eligible to take the written exam.

If you feel you meet the qualifications, you may submit an application to the Saint Paul Sewer Utility Division. You can request an application by calling Lori @ 651-266-6230 or the Service Desk @ 651-266-6234.

There are three ways you can submit your completed application. You can mail it to:
Sewer Utility, Attn: Lori Lemke, 700 City Hall Annex, 25 W. 4th St., St. Paul, MN 55102.
Fax: 651-298-5621 or email: lori.lemke@ci.stpaul.mn.us

The written exam is closed book and requires a passing score of 70%. We will examine the applicant as to his practical knowledge of the work required for the construction of sewer connections and on his knowledge of the specifications, rules and ordinances governing the work of constructing sewer connections. Should the applicant fail to pass the examination, they may take a second examination. Should you fail the second examination, the applicant will not be eligible to retake the written exam for a period of one year from the date of last examination, at which time he may file a new application.

If you pass the written exam, you qualify for a House Drain Contractor license. We will contact the Department of Safety and Inspection (DSI) and notify them of your passing. They will require you to complete their application. You may apply in person at their office located in downtown St. Paul at 375 Jackson St. Suite 220 or you may request an application by calling Kathy Donovan at 651-266-9135. Along with the application you will need to provide them with a $10,000 surety bond as required in Section 338.03 (b) of the Saint Paul Legislative Code in a form acceptable to the City Attorney and to the Department of Safety and Inspection (DSI) which would be the original copy. The bond shall be so conditioned as to guarantee that such work as the House Drain Contractor is to be permitted to perform in accordance with ordinances governing this class of work, and in accordance with these specifications, rules, regulations and conditions; and shall be further conditioned to protect and save harmless the City of Saint Paul from any and all liability, damage and expense which said city may sustain by reason of authorizing such permit work.

All insurance requirements of DSI shall also be met which is a general liability policy, with the City listed as additional insured. In addition, a license fee must be paid. Please call the DSI office at 651-266-9090 for the current license fee.

In the event that the bond or insurance should be canceled, expire, or in any way no longer in affect, the contractor's license will be held as invalid until proof of approved bond or insurance is again furnished. No work will be allowed in city right-of-way during the interim.

Each license is good for one year and expires on the anniversary of the date when the license was issued. A renewal fee, if paid on or before the expiration date, shall be the annual fee as set by DSI. Please call the DSI office at 651-266-9090 for the current license fee. A license allowed to expire may be reinstated with a penalty of 10% per month, or any portion thereof, up to a maximum of 50% of the current annual license fee.