

House Sewer Contractor License

Any person who possesses a City of Saint Paul Master Plumbers Competency Certificate, or any person who has had at least three (3) years' experience in responsible charge of minor sewer work involving the 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 submit an application to be a Public Works Certified House Sewer Worker. The Regulatory and Records Engineer shall review all applications and notify applicants whether they meet the minimum qualifications.

If you feel you meet the qualifications, you may submit to the Saint Paul Sewer Utility Division an application to take a test. You can request this application by calling the Regulatory & Records Engineer @ 651-266-6253 or the Service Desk @ 651-266-6234. This application is also available online at www.stpaul.gov/housedrain

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

The test is a closed book two hours long written exam that requires a passing score of 70%. The written exam examines 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 written exam, they may take a second written exam. Should the applicant fail the second written exam, 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 the applicant passes the written exam, his/her employer/company qualifies for a House Sewer Contractor license through the Department of Safety and Inspections (DSI). The Sewer Utility will contact DSI and notify them of the applicant's passing; however DSI will require the applicant to complete a Class R License Application that is available online at <https://www.stpaul.gov/departments/safety-inspections/licenses/building-trade/house-sewer-contractor>. Again, there are three ways you may submit your Class R License Application. You may mail it to: DSI, 375 Jackson Street, Suite 220, St Paul, MN 55101 or fax completed application and requirements to 651-266-9124 or apply in person at 375 Jackson Street, Suite 220, St Paul, MN 55101. If you have any questions about the Class R License Application process, please call 651-266-8989. Along with the application, the applicant will need to provide the following to DSI:

- A \$10,000 License and Permit Bond as required in Section 338.03 (b) of the Saint Paul Legislative Code in a form acceptable to the City Attorney and to DSI. The bond shall be so conditioned as to guarantee that such work as the House Sewer Contractor is to be permitted to perform is in accordance with ordinances governing this class of work, and in accordance with applicable 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.
- Certificate of Insurance: Public Liability coverage in the amount of \$250,000 per person and \$500,000 per accident; \$150,000 to a maximum of \$200,000 property damage. The City of Saint Paul must be named as an additional insured, and there must be a 30-day notice of cancelation.
- A license fee as set by DSI.

NOTE: The bond and insurance certificate must be obtained from an agency authorized to do business in the State of Minnesota. The bond and insurance expiration dates must coincide, or be written continuous until canceled.

In the event that the bond or insurance should be canceled, expire, or in any way no longer in affect, the House Sewer 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. A renewal fee, if paid on or before the expiration date, shall be the annual fee as set by DSI. 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.

City of Saint Paul, Minnesota
License Application for House Sewer Contractor

Name _____

Address _____

Telephone number _____

Email Address _____

Date _____

Signature _____

TO THE DIRECTOR OF PUBLIC WORKS:

Application is hereby made for license to engage in the business of House Sewer 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 Sewer 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 employment record and your work experience in connection with said house sewer construction work.

Please call the Regulatory & Records Engineer at (651) 266-6253 if you have questions. You may also fax your application to (651) 298-5621 or email it to: richard.ekobena@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)

WORK EXPERIENCE

*Any person who possesses a City of Saint Paul Master Plumbers Competency Certificate, or any person who has had at least three (3) years' experience in responsible charge of minor sewer work involving the 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 submit an application for a license. The Regulatory and Records Engineer shall review all applications and notify applicants whether they meet the minimum licensee qualifications.*

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. **You must provide the name and phone number of the sewer inspector for each municipality where you have worked.**

Name of Municipality	Type of Work Performed	Length of Time Work was Performed	Name of Inspector or Contact Person at Municipality	Phone Number of Inspector or Contact Person at Municipality
<i>Example:</i> City of St. Paul	<i>Example:</i> Sewer pipe laying in city ROW	<i>Example:</i> 4 years	<i>Example:</i> John Doe	<i>Example:</i> 651-266-6234