



SAINT PAUL
SAFETY & INSPECTIONS

DEPARTMENT OF SAFETY & INSPECTIONS (DSI)
RICARDO X. CERVANTES, DIRECTOR

375 Jackson Street, Suite 220
Saint Paul, MN 55101-1806
Tel: 651-266-8989 | Fax: 651-266-9124

**BUILDING TRADES
BUSINESS LICENSE APPLICATION
(For New Applicants only)**

Mail application to above address. Please fill out this form completely and clearly. *(Please print or type.)*

Please make checks payable to: CITY OF ST. PAUL
This is the OFFICE COPY - Your License will be your Receipt

Effective 02/05/2022

BUSINESS NAME		
BUSINESS ADDRESS		BUSINESS PHONE NUMBER
CITY	STATE	ZIP
APPLICANT'S LAST NAME	FIRST NAME	POSITION (OFFICER, PARTNER, ETC)
EMAIL		

MINNESOTA TAX IDENTIFICATION NUMBER: _____	CIRCLE TYPE: MN TAX ID / FEIN / SSN
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TRADE LICENSES (\$174.00 Each)	MASTER HOLDER'S NAME	COMPETENCY NUMBER
Cement Finishing		
Concrete Masonry		
Concrete Masonry & Finish Cement		
Gas Burner A		
Other Fuels		
Oil Burner A		
Plastering		
Plumbing/Gas Fitting		
Refrigeration A		
Steam Fitting A		
Warm Air		
Ventilation		
Sign Contractor/Operator \$174.00		
Wrecking License \$60.00		
Elevator Operator (new) \$2.00 (renew) \$1.00		

Effective April 3, 2021, a 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider the Department of Safety and Inspections uses to handle credit card transactions. The City will not receive any of the service fees.

Signature of Cardholder (required for all charges): _____

Please complete the following if paying by credit card (circle one):				Security																
AMEX	Discover	MasterCard	Visa	Code:																
BILLING ZIP CODE: _____																				

Enter Your Account Number in the Boxes Below:

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TRADE LICENSE REQUIREMENTS

- **\$174.00 annual fee** for each trade license.
- **Master Certificate of Competency card** issued by the City of Saint Paul for the same year as the license. Exception: Reciprocal Warm Air and/or Ventilation License require proof of a Master's card issued by the City of Minneapolis and valid for the current renewal year.
- **25,000 State Mechanical Bond** – Any questions call Minnesota Department of Labor and Industry, 651-284-5034.
- **Insurance Requirements:**
 - Worker's Compensation Insurance information is now required. See attached form.
 - Current Certificate of Insurance for Bodily Injury and Property Damage combined of \$500,000.00.
 - Saint Paul City Ordinance 8.02 requires 30 days written notice of cancellation on all insurance.
 - Minnesota Business Tax ID number must be on file with our department. (Call 651-296-6181 for Tax ID #)
- **ATTENTION PLUMBERS:** Both a \$25,000 Plumbing Bond and a \$25,000 Mechanical bond are now required to be filed with the Minnesota Department of Labor and Industry. Information on state plumbing licensing and bonding may be found at: <http://www.dli.mn.gov/business/plumbing-contractors/plumbing-contractor-licensing-basics> or contact dli.license@state.mn.us or 651-284-5034. If your insurance is included on bond, no separate certificate of insurance is required.
- **Wrecking License Requirements:**
 - \$60.00 Annual Fee
 - \$10,000 Surety bond obtained from a licensed Minnesota agency.
 - Minnesota Business Tax Identification Number
 - Worker's Compensation Form
- **Sign Contractor/Operator License Requirements:**
 - \$174.00 Annual Fee.
 - \$10,000 City of St Paul Uniform License & Permit Bond or \$8,000 State of Minnesota Bond (651-296-2488). Both bonds must be obtained from a licensed Minnesota agency.
 - Minnesota Business Tax Identification Number
 - Worker's Compensation Form
- **Elevator Operator License Requirements:**
 - \$2.00 Original License Fee. \$1.00 Renewal Fee.

Certification of Compliance with the Minnesota Worker's Compensation Law According to Minnesota Statutes 176.182, Licensing agencies are prohibited from issuing licenses without verification of workers' compensation coverage. (please print). Any questions on filling out this form should be directed to the State of Minnesota "Special Compensation Fund" 651-296-2117.

THE WORKERS' COMPENSATION FORM MUST BE COMPLETED AND RETURNED BEFORE LICENSE CAN BE ISSUED.