

 <p><b>CITY OF ST PAUL</b>          Department of Public Works          25 West 4th Street          900 City Hall Annex          Saint Paul, MN 55102</p>	<h2 style="text-align: center;">Approved Contractor Checklist</h2>
<b>Contractor Name:</b>	<b>Owner(s) Name:</b>
<b>Contact Information (address, phone number, email all required):</b>	<b>Expected Date and Address of Construction:</b>

Intentional falsification of items may result in revocation of permits or Saint Paul sidewalk license.

### Project Details

1. Have you read and understood your Public Works Approval packet?..... Yes No
2. Have you passed the Public Works concrete exam?..... Yes No
3. Have you held Sidewalk Contractor License in St. Paul before?..... Yes No

*If yes, what year did you hold it last and what was the reason or giving up the license:*

4. Do you hold any other St. Paul Contractor Licenses?..... Yes No

*If yes, let us know what licenses:*

5. Have you submitted the Class R License Application, Sidewalk Contractor..... Yes No  
 Bond, General Auto & Liability Insurance Certificate with the City listed as an additional insured and certificate holder, and the Sidewalk Contractor License Fee to (DSI) Dept. of Safety and Inspections Office?

**When all documentation related to the Sidewalk Contractor License, outlined in item 5 above, is ready for submittal, it can be submitted in-person to St. Paul DSI, 375 Jackson St. Suite #220, St. Paul, MN 55101, or it can be emailed to [DSIWeb@ci.stpaul.mn.us](mailto:DSIWeb@ci.stpaul.mn.us) or faxed to 651-266-9124. DSI Customer Service can be reached at 651-266-9100.**

**Completed concrete exams can be sent to St. Paul Sidewalks at [PWSidewalkDivisionVM@ci.stpaul.mn.us](mailto:PWSidewalkDivisionVM@ci.stpaul.mn.us). ALL items above need to be completed before final approval. Permits cannot be pulled until you have reached final approval.**

**After approval, all work within the City right of way needs to be done under a Public Works permit through the Sidewalk Division. For sidewalk permit application, curb cut requests, questions, or other information, contact Saint Paul Sidewalks at 651-266-6120 or [PWSidewalkDivisionVM@ci.stpaul.mn.us](mailto:PWSidewalkDivisionVM@ci.stpaul.mn.us) or visit the Sidewalks webpage at [stpaul.gov/sidewalks](http://stpaul.gov/sidewalks).**