



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220  
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-8989  
Facsimile: 651-266-9124  
Web: [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

**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**

Business Name _____		
Business Address _____		Business Phone Number _____
City _____	State _____	Zip _____
Applicant's <b>Last Name</b> _____		<b>First</b> _____
		Position (officer, partner, etc) _____
Email _____		
MINNESOTA TAX IDENTIFICATION Number: _____ Circle Type: <u>MN Tax ID / FEIN / SSN</u>		
<b>TRADE LICENSES (\$168.00 Each)</b>		<b>Master Holder's Name</b>
		<b>Competency Number</b>
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	<b>\$168.00</b>	
Wrecking License	<b>\$ 58.00</b>	
Elevator Operator (new)	<b>\$2.00</b>	(renew) <b>\$1.00</b>

Signature of Cardholder (required for all charges): \_\_\_\_\_

**Please complete the following if paying by credit card (circle one):**  
 AMEX Discover MasterCard Visa Security Code: \_\_\_\_\_ Exp Date: \_\_\_\_\_

**Enter Your Account Number in the Boxes Below:**

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## TRADE LICENSE REQUIREMENTS

- **\$168.00 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, 651-284-5896.
- **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. Plumbing Bond 651-284-5888; Mechanical Bond 651-284-5896. If your insurance is included on bond, no separate certificate of insurance is required.
- **Wrecking License Requirements:**
  - \$58.00 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:**
  - \$168.00 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.**