



2401 COUNTY HIGHWAY 10 • MOUNDS VIEW, MINNESOTA 55112  
(763) 717-4020 • FAX (763) 717-4019 • [WWW.CI.MOUNDS-VIEW.MN.US](http://WWW.CI.MOUNDS-VIEW.MN.US)

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## **MOUNDS VIEW CITY CONTRACTOR LICENSE INFORMATION**

**License fee \$60 - January 1 to December 31**  
(After July 31<sup>st</sup> - \$40)

- ◆ ABOVE GROUND TANK INSTALLATION AND REMOVAL – City license and Certificate of Insurance required.
- ◆ ASPHALT - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ BUILDING MOVERS - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work. In addition, a MnDOT Building Mover License is required if building size is 320 square feet or over 16 feet wide or 20 feet long).
- ◆ CEMENT/MASONRY – City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ CHEMICAL FIRE SUPPRESSION - City license and Certificate of Insurance required.
- ◆ DEMOLITION/WRECKING - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ DECK OR STEP INSTALLER (excluding concrete footings) - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ EXCAVATION only – no sewer/water work - City license and Certificate of Insurance required.
- ◆ FENCE INSTALLATION - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ FIREPLACE/STOVE INSTALLER – (GAS COVERED UNDER HVAC) City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ GENERAL CONTRACTOR (COMMERCIAL PROPERTIES) - Any contractor doing work to a residential property over four units or any commercial property requires a City contractor license for a Commercial General Contractor. Certificate of Insurance is required. (This license Includes commercial roofing work.)

- ◆ HVAC/GAS CONTRACTORS – City license and Certificate of Insurance required. State law now requires that a Statewide Surety Bond be obtained and Filing Fee for mechanical work per MS326.992 in Minnesota. Law effective: July 1, 2003. Please provide the City of Mounds View with a copy of the bond with this application. If you have any questions regarding the state bond, call the Building Codes and Standards Division at 651-284-5068 or go to: [http://www.doli.state.mn.us/bc\\_mechanical.html](http://www.doli.state.mn.us/bc_mechanical.html).
- ◆ INSULATION/VAPOR BARRIER INSTALLER - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ LAWN IRRIGATION CONTRACTORS – A Lawn Irrigation contractor does not require a license with the city, however a licensed plumber must obtain the permit to make a back flow preventer connection. The lawn irrigation company can obtain the permit if a LETTER OF DELEGATION OF AUTHORITY is submitted from a licensed plumber. This letter of delegation is available on our web site at [www.ci.mounds-view.mn.us](http://www.ci.mounds-view.mn.us). A copy of your Technology Systems Contractor license and PL number of the qualifying Power Limited Technician per Minnesota Statute 326.242 is required. See Lawn Sprinkler Handout on our web site for more information on the lawn sprinkler, low voltage electrical wiring and rain sensor requirements.
- ◆ MANUFACTURED HOME INSTALLATION OR REPAIR - If you perform manufactured home installation or repair, a manufactured home installer license with the State of Minnesota is required. An installer who also engages in the installation or repair of prefabricated dwellings may be required to obtain both a residential building contractor or remodeler license **and** a manufactured home installer license.
- ◆ PLUMBERS - Provide a copy of your state license and bond. There is no City license required.
- ◆ PLASTER, DRYWALL, LATHING, WALL BOARD - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ SEWER & WATER & S/W EXCAVATORS - If you are an Excavator and need to obtain sewer and water permits, you must have a licensed plumber sign a "Letter of Authority to Obtain Permits" form. Excavators need a city license with a certificate of insurance and a \$50.00 license fee. MN PIPELAYER CARD (MUCA) is accepted to obtain sewer and water permits in lieu of the letter of delegation authority letter from a plumber.
- ◆ SHED INSTALLATION - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ SIGN/BILLBOARD INSTALLATION - City license and Certificate of Insurance required. (Note: Although Mounds View does not require a bond, other Cities may. Please note that pursuant to Minnesota Statutes 326B.865, sign contractors may post an \$8,000 bond with the state of Minnesota in lieu of obtaining city bonds to get licensed as a sign contractor. All sign contractor licensing is still done at the city level and the "state bond" is not mandatory. It is an option for sign contractors who prefer to get this bond instead of city-required bonds.)
- ◆ SIDING/STUCCO (Soffit, Fascia, Trim, Gutters) - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).
- ◆ SWIMMING POOL/SPA/HOT TUB INSTALLER - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).

- ◆ TREE TRIMMING/REMOVAL - City license and Certificate of Insurance required. Please also provide Arborist number if you have one.
- ◆ WINDOW/DOOR/GARAGE DOOR INSTALLATION - City license and Certificate of Insurance required (or State of MN residential building contractor license for residential work).

**Certificate of Liability Insurance** - Public Liability per Person: \$100,000; Public Liability per Occurrence: \$300,000; Property Damage: \$50,000

Any questions regarding the license process please contact the Mounds View Building department at (763) 717-4020.

**Minnesota State Licenses include:**

Electrical Contractor, Elevator Installation, Fire Alarm System Installation, Fire Protection/Sprinkler Installation, Fireworks Displays, General Contractor (Residential), Manufactured Home Installation, Plumber, Roofer, Technology Systems, Underground Storage Tank Installation/Removal.

**CITY OF MOUNDS VIEW CONTRACTOR LICENSE TYPES:**

<b>Fire Specialty:</b>	above ground tank installation and removal, special fire suppression systems, temporary tents, canopies and membrane structure installation
<b>General Commercial:</b>	commercial and residential contracting (over 4 units) – includes all contracting work (separate license required for hvac work and excludes any state licensing requirements)
<b>HVAC:</b>	fireplace/stove installer, heating, air conditioning, ventilation, gas piping
<b>Specialty:</b>	(May Perform Only One Activity Listed) excavation, masonry including cement, footings, masonry fireplaces and walls; carpentry including doors, windows, decks without footings, and hanging wallboard-no taping; interior finishing including insulation, vapor barrier, and prefab stairs; drywall including plaster, lathing, and wallboard; exterior finishing including siding, gutters, soffit, and fascia; garage doors; swimming pools including spas and hot tubs; asphalt; demolition/wrecking
<b>Tree:</b>	tree trimming and removal
<b>Zoning:</b>	fence, sign, shed (120 sq ft or under), retaining wall (2'-4' high), building mover (buildings under 16'x20'), satellite dish (greater than 3' in diameter), residential antenna