



**City of Gem Lake**

Heritage Hall

4200 Otter Lake Road | Gem Lake, MN 55110

651-747-2790/92 | 651-747-2795 (fax)

E-mail [city@gemlakemn.org](mailto:city@gemlakemn.org)

**Office Use Only**

Date Issued: \_\_\_\_\_

Base Fee: **See Below**

(Payable to City of Gem lake)

License No. \_\_\_\_\_

**Contractor License Application**

**Expires one year after date of issuance**

**LICENSE APPLICATION CHECKLIST:**

**To prevent delay, please ensure the following information is submitted.**

- Application Fee (if paying with cash we can only accept exact change)
- Required documentation based on license
- Certificate of Compliance Minnesota Workers' Compensation Law

**Company Information**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Office: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ MN Tax ID #: \_\_\_\_\_

We request that the below indicated license(s) be granted pursuant to the Ordinances of the City of Gem Lake and the State of Minnesota.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Excavators, Wreckers, Sewer and Water contractors must list the City of Gem Lake as an additional insured.**

**Licenses**

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> <b>Automatic Underground Sprinkler System Installer</b>   | <b>\$100.00</b> |
| <input type="checkbox"/> <b>Blacktopping &amp; Cement (City Roads)</b>   | <b>\$100.00</b> |
| <input type="checkbox"/> <b>Commercial General Construction</b>  | <b>\$100.00</b> |
| <input type="checkbox"/> <b>Demolition **</b>  | <b>\$100.00</b> |
| <input type="checkbox"/> <b>Excavating &amp; Grading **</b>  | <b>\$100.00</b> |
| <input type="checkbox"/> <b>Fence</b>  | <b>\$100.00</b> |
| <input type="checkbox"/> <b>Mechanical</b><br>(Must provide Gas Competency Card <u>and</u> Mechanical Bond Certificate)  | <b>\$100.00</b> |
| <input type="checkbox"/> <b>Outside Sewer &amp; Water Installation **</b><br>(Must provide copy of Pipe Laying Bond & Pipe Layers Card)  | <b>\$300.00</b> |
| <input type="checkbox"/> <b>Outside Sewer &amp; Water Installation – Renewal **</b><br>(Must provide copy of Pipe Laying Bond & Pipe Layers Card)                                | <b>\$150.00</b> |
| <input type="checkbox"/> <b>Sign</b><br>(Must provide copy of Sign Bond Certificate)   | <b>\$100.00</b> |
| <input type="checkbox"/> <b>Specialty Contractor</b> – (if not licensed by the State of Minnesota)<br>(Residential contractors must be State Licensed unless exemption provided) | <b>\$100.00</b> |

# Certificate of Compliance

## Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

**Print in ink or type**

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number	Alternate telephone number
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Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)

DBA ("doing business as" or "also known as" an assumed name), if applicable

Business address (must be physical street address, no P.O. boxes)	City	State	ZIP code
County	Email address		

**You must complete number 1 or 2 below.**

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

**1.  I have a workers' compensation insurance policy.**

Insurance company name (not the insurance agent)		
Policy number	Effective date	Expiration date

**I am self-insured for workers' compensation.** (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see [www.mn.gov/commerce/industries/insurance/licensing/self-insurance](http://www.mn.gov/commerce/industries/insurance/licensing/self-insurance).)

**2. I am not required to have workers' compensation insurance because:**

- I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)
- I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

**Print name**

Applicant signature (required)	Title	Date
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If you have questions about completing this form or to request this form in Braille, large print or audio, call (651) 284-5032 or 1-800-342-5354.