

# City of Alexandria



Licensing Year: 1/1 to 12/31 2021

704 Broadway, Alexandria, MN 56308

New:      Renewal:

320.763.6678 | 320.763.3511 (fax) | [www.AlexandriaMN.city](http://www.AlexandriaMN.city)

License Fee: \$100

## Mechanical Contractors/Installers

*The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.*

### Contact Person Information

Legal Name First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (where future correspondence should be sent):

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Business Information:**      Corporation      Limited Liability Company      Partnership      Other \_\_\_\_\_

Name of Company \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

List all other names under which you conduct business (*legal names, mobile food unit signage, parent companies DBA, etc.*).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant/Licensee Signature \_\_\_\_\_

Title (if signing on behalf of an organization) \_\_\_\_\_ Date \_\_\_\_\_

\*If you have any questions, please contact Amy Riedel at 320-759-3622 or email at [ariedel@alexandriamn.city](mailto:ariedel@alexandriamn.city). On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

**\*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.**

(FOR OFFICE USE ONLY)

Date Received \_\_\_\_\_ Date of Staff Approval \_\_\_\_\_ License # \_\_\_\_\_

# General Application For License

## CITY OF ALEXANDRIA

### Section A

#### Certification of Compliance—Minnesota Workers' Compensation Law

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name (not the agent):

Policy Number:

Dates of Coverage:

to

### OR

I am not required to have workers' compensation liability coverage because:

- ☐ I have no employees
- ☐ I am self insured (include permit to self-insure)
- ☐ I have no employees who are covered by the workers' compensation law (these include spouse, parents, children, and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid workers compensation policy will be kept in effect at all times as required by law.

### Section B

#### Tax Identification Information

Pursuant to Minnesota Statute 270C.72, the City of Alexandria is required upon request to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number or the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

- This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- Upon receiving this information, the City of Alexandria will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
- Failure to supply this information may jeopardize or delay the processing of your license application.

Minnesota Business ID Number:

Federal Tax ID Number:

If a Minnesota Tax ID number is not required, please explain:

Social Security Number:

### Section C

#### Tennessee Warning

Under the Minnesota Government Data Practices Act, some of the data you are being asked to provide on this application, including any social security number, **are private data**. You are being asked to provide this data so that the City of Alexandria may evaluate your eligibility for the license for which you are applying. By signing below, you are consenting to allow this data to be shared with City of Alexandria staff, councilmembers and mayor so that they may process and evaluate your application and eligibility for the license. In addition, you are being asked to provide this data because the City may be required to provide it to the Minnesota Commissioner of Revenue. It is also possible that the City may be required to share the data with the state or legislative auditor or upon court order. You may choose not to provide some or all of this private data, but withholding it or providing incomplete information may prevent you from obtaining the license for which you are applying.

Signature:

Date of Birth:

Date:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	<b>EXCESS LIAB</b>						\$
	<input type="checkbox"/> CLAIMS-MADE						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUS- TORY LIMITS OTH ER
	DED RETENTION \$						E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N					E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Alexandria is listed as an additional insured.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



704 Broadway,  
Alexandria, MN 56308  
320-763-6678  
AlexandriaMN.city

## MEMORANDUM

TO: All Licensed Mechanical Contractors

FROM: City of Alexandria

SUBJECT: \$25,000 Surety Bond Requirement

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As many of you are aware, the State Legislature passed a law, MS 326-992, which became effective July 1, 2003, that requires anyone who installs gas piping, heating, ventilation, cooling, air conditioning, fuel burning, or refrigeration equipment to post a \$25,000 bond with the Minnesota Department of Labor and Industry. This bond is for the benefit of persons suffering financial loss by reason of the contractor's failure to comply with the requirements set forth in the State Mechanical Code. This bond eliminates the need for a separate bond requirement by local political subdivisions.

You can download a copy of the Mechanical Surety Bond and Fee Filing Form at, or print a copy of your current bond:

<http://www.dli.mn.gov/business/plumbing-contractors/mechanical-contractor-bond>

Please send a copy of this bond along with your mechanical (heating) license renewal. **IT IS YOUR RESPONSIBILITY TO PROVIDE US WITH A COPY OF THIS BOND EACH RENEWAL TIME.**

If you have any questions, please feel free to contact the City's licensing department at 320-763-6678.

Minnesota Department of Labor and Industry  
CCLD - Licensing and Certification Services  
PO Box 64220  
St. Paul, MN 55164-0220  
Phone: (651) 284-5034 Fax: (651) 284-5743  
E-mail: DLI.License@state.mn.us  
www.dli.mn.gov  
PRINT IN INK or TYPE  
KNOW ALL MEN BY THESE PRESENTS:

## Mechanical Bond



CC0516

BOND NO.	AMOUNT	EFFECTIVE DATE	ENDING DATE
	<b>\$25,000</b>		

THAT \_\_\_\_\_  
(Business name as Registered with the Office of the Minnesota Secretary of State; or if individual sole proprietor, individual's name.)

\_\_\_\_\_  
(DBA, doing business as name if applicable)

With business office at \_\_\_\_\_  
(Business Address City State Zip Code Telephone number)

as PRINCIPAL, and \_\_\_\_\_  
(Surety Company Name)

\_\_\_\_\_  
(Surety Company Address City State Zip Code Telephone number)

A corporation duly organized in the state of \_\_\_\_\_ and authorized to do business in the state of Minnesota, as Surety, are jointly and severally held and firmly bound to the state of Minnesota as obligee, in the sum of **TWENTY-FIVE THOUSAND DOLLARS (\$25,000)** for the benefit of persons injured or suffering financial loss by reason of failure of such performance as herein specified for the payment of which, we bind ourselves, our heirs, executors, administrators, successors and assigns firmly by these presents. The bond shall be filed with the Minnesota Department of Labor and Industry and shall be in lieu of all other license bonds to any other political subdivision.

NOW THEREFORE, the condition of this obligation is such that WHEREAS the said Principal has contracted to do gas, heating, ventilation, cooling, air conditioning, fuel burning, or refrigeration work within the state of Minnesota, then the Principal shall faithfully and lawfully comply with the Minnesota State Mechanical Code (Minnesota Rules, Chapter 1346) as provided in Minnesota Statute 326B.197 when performing work in the state of Minnesota and indemnify any person dealing or transacting business with the Principal from any financial loss or damage occasioned by the failure of the Principal to comply with any requirements of Minnesota Rules, Chapter 1346, then no obligation under this bond shall accrue; otherwise this bond shall remain in full force and effect.

During the term of this obligation the Principal and Surety will pay unto the persons injured or suffering financial loss the amount needed to correct non-complying work. The aggregate liability of the Surety hereunder pertains to all claims, regardless of the number of claims made against the bond or the number of years the bond remains in force, shall in no event exceed the total sum of **TWENTY-FIVE THOUSAND DOLLARS (\$25,000)**.

The bond may be cancelled by the Surety, as to future liability, by giving written notice by Certified Mail, addressed to the Principal at the address as stated in the bond, and to the Department of Labor and Industry, Construction Codes and Licensing Division, 443 Lafayette Road No. St. Paul, MN 55155. Thirty (30) days after the mailing of that notice, this bond shall be null and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms, conditions, and provisions of this bond, for any and all acts covered by this bond up to the date of the cancellation. The Surety shall notify the Principal and the Department of Labor and Industry if it has made any payments on the bond which result in the value of the bond falling below the minimum amount required by law.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_

**(SURETY SEAL)**

\_\_\_\_\_  
Print Name of Principal (s)

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL(S)

\_\_\_\_\_  
Print Name of Principal (s)

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL(S)

**Acknowledge (notarize) signatures on reverse side and attach power of attorney form.**

\_\_\_\_\_  
NAME OF SURETY

File with: Minnesota Department of Labor and Industry  
CCLD - Licensing and Certification  
443 Lafayette Road N  
St. Paul, Minnesota 55155

\_\_\_\_\_  
SIGNATURE OF ATTORNEY IN FACT (SURETY COMPANY)

**A OR B AND C MUST BE COMPLETED**

**A. FOR ACKNOWLEDGEMENT OF Individual, Partnership, Limited Liability Company or Limited Liability Partnership**

(Note: If partnership all signatures required to be notarized. Please copy the page if necessary.)

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_ personally came \_\_\_\_\_  
to me well known to be the identical person(s) described in and who executed the foregoing bond and he/she/they acknowledged the same  
to be his/her/their own free act and deed.

(SEAL)

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

**B. FOR ACKNOWLEDGEMENT of Corporate Contractor**

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_ personally came \_\_\_\_\_  
who being by me duly sworn, did say that he/she is \_\_\_\_\_  
of \_\_\_\_\_, a \_\_\_\_\_  
corporation; and that said instrument was executed in behalf of the corporation by authority of its Board of Directors; that he/she  
acknowledged said instrument to be the free act and deed of the corporation.

(SEAL)

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

**PART C MUST BE COMPLETED BY THE SURETY COMPANY**

**C. FOR ACKNOWLEDGEMENT of Corporate Surety**

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_ personally came \_\_\_\_\_  
and \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that  
he/she is the attorney in fact, of \_\_\_\_\_, the  
corporation whose name is affixed to the foregoing instrument; that the seal affixed to the foregoing instrument is the corporate seal of the  
said corporation; and that said instrument was executed in behalf of said corporation by authority of its board of directors and said  
\_\_\_\_\_ acknowledged that he/she executed said instrument as attorney in  
fact as the free act and deed of said corporation.

(SEAL)

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

Section 5.05. **Mechanical Contractors/Installers License.**

Subd. 1. **Licenses.**

A. Definitions:

1. For the purpose of this ordinance, certain words and terms used herein and hereby defined in the subdivisions of this section which follow; and they shall have the meaning herein ascribed thereto unless a different meaning is clearly indicated by the context in which they are used.

2. "Person" means any individual person, corporation, partnership, or association of individual persons.

Source: 335-2<sup>nd</sup> Series  
Effective Date: 12/28/92

3. "Inspector" means those persons designated by the City Council to inspect heating equipment and devices and to enforce compliance with the provisions of the State of Minnesota Mechanical Code.

4. "Installer" means any person doing any work on any heating equipment subject to the provisions of this ordinance.

5. "Master Installer" means the installer who holds a permit for a particular job.

6. "Heating Contractor" means a person engaged in the business of doing any work on heating equipment subject to the provisions of this ordinance.

7. "Code" means the Minnesota Mechanical Code.

Source: Ord. 504-2<sup>nd</sup> Series  
Effective Date: 3/10/03

8. "Engage in Business" means entering into agreement or contract with another person for the furnishing or installation of materials, apparatus or equipment or for the doing of any work on any equipment, such as are subject to the provisions of the code.

Subd. 2. **License Required.** No person shall engage in the business of installing, altering, soliciting, repairing or

servicing of any heating, ventilating, cooling, refrigeration, incinerators, or other heat producing appliances without first securing a mechanical contractor's license from the City permitting them to engage in such business. Installers in the employment of the mechanical contractor shall be licensed as journeyman mechanic or apprentice mechanic. Mechanical permits shall be issued to master installers only or their approved agent. A journeyman or master mechanic shall be present at all jobs issued a permit while work on mechanical systems is being done.

Subd. 3. **Use of Licensee's Name by Another.** No person duly licensed as a master or journeyman mechanical installer shall allow their name to be used by another person for the purpose of obtaining permits, for doing business or for doing work under that license, and no one is permitted to use a licensee's name for stated purposes.

Subd. 4. **Qualifications to Obtain License.**

A. All applicants for a mechanical contractor's license, journeyman mechanic's, or apprentice mechanic's license shall successfully complete a written examination to be conducted by appointment at the Building Department office in the City of Alexandria, MN.

B. The written examination subject material shall be confined to the general nature of work for which the applicant is requesting to be licensed. It shall be of a nature that will assist the City to determine if the skill and ability of the applicant is of the level to enable them to construct, install, alter, maintain, service and repair mechanical systems in the City for the nature of work for which the applicant is examined.

C. A passing grade shall be seventy percent (70%) correct out of a possible one hundred percent (100%). Any applicant who fails to receive a passing grade will be eligible to take subsequent examinations following a thirty (30) day waiting period.

D. The names of all successful applicants shall be certified to the City Clerk which shall constitute a recommendation that the license be issued by the Council.

E. Neither a mechanical contractor's license, a journeyman mechanic's license nor an apprentice mechanic's license shall authorize the doing of any work which is subject to the provisions of the National Electrical Code or the Minnesota Plumbing Code.



F. The Building Official may approve licensing without examination, upon payment of fee, for non-licensed applicants who are licensed under the law of another jurisdiction. The Building Official will determine if the standards of the other jurisdiction are equivalent to those in this jurisdiction.

G. An exception to the written examination will be made if the applicant holds a heating contractor's license from the City of Alexandria for 5 consecutive years or more.

H. Continuing education will be required for all license holders with at least eight (8) hours of mechanical education every year to maintain their journeyman mechanics licenses.

**Subd. 5. Application Procedures and Requirements for Obtaining a Mechanical Contractor License.**

1. Any individual person, corporation, partnership or association of individual persons desiring to engage in business as herein defined, within the City, shall first obtain a mechanical contractor's license for doing so from the Building Official.

2. A person desiring to obtain a mechanical contractor's license shall make written application to the Building Official for such license, stating therein the name of the individual person, corporation, partnership, or association of individual persons desiring such license and his, its or their place of business.

3. Upon the presentation to the Building Official of the foregoing application and upon approval by the City Council or city staff if the City Council has adopted a resolution delegating such approval to staff, the Building Official shall issue to such applicant the mechanical contractor's license.

Source: Ord. 335-2<sup>nd</sup> Series  
Effective Date: 12/28/92

Source: Ord. 711-2<sup>nd</sup> Series  
Effective Date: 11/24/15

**Subd. 6. Homeowner Exempted.** Notwithstanding any other provision of this code or ordinances to the contrary, and where permitted by state law, permits may be issued to make repairs, additions, replacements, and alterations of any steam or hot water

boiler, warm air furnace, air conditioning or ventilating equipment of any single-family dwelling structure used exclusively for living purposes or any accessory buildings thereto provided there is no change in the required capacity of the systems involved and that all such work in connection therewith shall be performed only by the person who is the bona fide owner and occupant of such dwelling as his residence or a member of said owner-occupant's immediate family.

Source: Ord. 504-2<sup>nd</sup> Series  
Effective Date: 3/10/03

Subd. 7. **Time of Permit.** Each installation shall be completed within ninety (90) days unless otherwise stated from the date of permit. Upon the expiration of said period, if the installer has not already requested final inspection, the heating inspector shall inspect the installation. If he finds (a) that the work of installation is not completed, he shall notify the installer to complete the work with fifteen (15) days, or (b) if he finds that it does not comply with the provisions of this ordinance, he shall notify him in writing thereof, specifying in what respects it does not comply, and direct him to correct the deficiencies within fifteen (15) days. Upon the expiration of said fifteen (15) days, he shall again inspect the installation.

Source: Ord. 416-2<sup>nd</sup> Series  
Effective Date: 7/13/98

Subd. 8. **License Terms and Fees.**

1. Initial and renewal master, journeyman and apprentice licenses in the City shall be issued on a calendar year basis, expiring on December 31 of each year.

2. Fees:

- a. Mechanical contractor's license
  - Initial fee \$100.00
  - Renewal fee \$100.00
- b. Journeyman and apprentice mechanic's license
  - Initial fee \$10.00
  - Renewal fee 10.00

3. The initial fee will be waived for those holders of current heating contractor licenses.

Source: Ord. 843-2<sup>nd</sup> Series  
Effective Date: 12/28/2020

Subd. 9. **License Suspension or Revocation.** The City Council may in its sole discretion and for any reasonable cause, upon notice and hearing, suspend or revoke any mechanical contractor/installer license issued pursuant to the Alexandria City Code.

Source: Ord. 638-2<sup>nd</sup> Series  
Effective Date: 6/22/09