

Plumbing Bond Registration Pipe Laying Contractors

New Registration Checklist Fill out application form in its entirety

CASH IS NOT ACCEPTED BY MAIL OR WALK-IN

Incomplete or inaccurate applications will delay processing.

ALL documentation and fees are required and must be complete and accurate before a registration will be issued.

- Registration Fees \$118.80** Make check or money order payable to the Department of Labor & Industry
- Minnesota Secretary of State (SOS) Registration / Assumed Name Verification**
Verification may be available by completing an entity search on line at: www.sos.state.mn.us or you may contact the MN Secretary of State to request verification at 651-296-2803. If your business entity and assumed name, if applicable, must be registered, then the status of your registration(s) must be ACTIVE. **(NOTE: No SOS registration is necessary for an individual proprietorship/partnership operating under their full legal name(s))** Missing or incomplete verifications will cause the application to be deficient and delay processing.
- Plumbing Bond Registration Pipe Laying Contractors Form**
The application form must be complete and signed. All information requested on the application form must be provided and complete. Incomplete applications will be deficient and delay processing.
- Disclosure of Business Owners, Partners, Officers and Members Form**
All owners, partners, shareholders, and members owning more than 10 percent in the business must be disclosed. Key officers responsible for the day-to-day operations of the business entity being licensed, certified, or registered must be disclosed. A missing or incomplete disclosure will cause the application to be deficient and delay processing.
- Plumbing Contractor Code Compliance Bond /SSTS Business License Surety Bond**
Must be the original bond form issued, signed, sealed and notarized by the Surety Company and must also be accompanied by the Power of Attorney Form. A missing, incomplete or inaccurate bond will cause the application to be deficient and delay processing.
- Certificate of Liability Insurance**
Obtain from your insurance agent a certificate of liability insurance that provides evidence that your business has general liability insurance coverage meeting the minimum statutory requirements. Acceptable forms are the ACORD 25 (2010/05) Certificate of Liability Insurance or a DLI form that can be found online at www.dli.mn.gov/CCLD/FormsCert.asp. The certificate must show the legal business entity as the insured. If using an assumed name, the certificate must show the insured as the legal business entity's name dba the assumed name. A missing, incomplete or inaccurate certificate of liability insurance will cause the application to be deficient and delay processing.
- Workers' Compensation Certification of Compliance Form**
All applicants must provide evidence of compliance with Minnesota's workers' compensation insurance requirement. You may provide a certificate of insurance showing your business is covered by workers' compensation insurance. Or, you may complete and submit the department's Certificate of Compliance with Minnesota's Workers' Compensation Laws, which is available online at www.dli.mn.us/ccld/forms.asp. Applicants claiming exemption from workers' compensation insurance coverage must complete the certificate of compliance form in its entirety and sign the form. A missing, incomplete or inaccurate certificate will cause the application to be deficient and delay processing.
- Contact Person (Certified Pipe layer)**
All applicants are required to identify a contact person. A copy of the certificate or card issued to that person by the pipe laying training sponsor documenting evidence of training is required to be submitted along with the bond registration.

This material can be made available in different formats, such as large print, Braille or on audio. To request an alternative format, please call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198



E-mail: DLI.BusinessLicense@state.mn.us
 Web Site: www.dli.mn.gov/cclid.asp
 Phone: (651) 284-5034

Plumbing Bond Registration Pipe Laying Contractors

- New Registration** **Business Structure Change**
(New registration # will be issued)

Registration Fees = \$118.80

MAKE CHECK OR MONEY ORDER PAYABLE TO:
 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY

REGISTRATION FEES ARE NONREFUNDABLE

**Depositing of registration fee does not constitute
 acceptance and final registration.**

Note: Per M.S. § 326B.46, contractors registering a plumbing bond without a plumbing license shall be limited to performing building sewer and/or water service installations.

PRINT IN INK OR TYPE
 MAKE A COPY OF THIS APPLICATION FOR YOUR RECORDS

SPACE IN BOX FOR OFFICE USE ONLY	
Account Number 632440	STK B42MPLUML
Check Number	Amount Paid
<input type="checkbox"/> PCK <input type="checkbox"/> CCK <input type="checkbox"/> MO	DLI Deposit Date
NOTICE: Pursuant to Minnesota Statute § 604.113, checks returned for nonpayment will be charged a \$30 service charge and may subject the issuer to additional civil penalties.	
APPLICATION NUMBER:	REGISTRATION NUMBER:

The information you as an individual provide in this application will be used by Department of Labor & Industry staff members to determine if you meet the Department's registration requirements. Minnesota Statute § 270C.72, Subd. 4, requires you to provide your social security number on this application. The other information is being requested for purposes of processing your application. With the exception of your Social Security Number, you are not legally required to supply the requested data on this application; however, failure to provide the requested information may delay the processing of your application or result in the denial of the same. Except for your name and designated address, the information you provide on this application is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including but not limited to the Attorney General's Office, the Department of Revenue, the Department of Human Services, upon court order, and/or for the purpose of verification and investigation. Once you are registered, the information you provide, other than your Social Security Number and non-designated address, becomes public data and may be released to anyone upon request.

1. BUSINESS TYPE: (check only one)

State business is organized in:

- | | | |
|---|---|---|
| <input type="checkbox"/> Individual (sole proprietor) | <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Foreign Corporation | <input type="checkbox"/> Foreign Limited Liability Company |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Other (specify) | |

2. The following information must be provided. The only exception is when the applicant is an individual (sole proprietor) or one-member limited liability company AND does not have employees or taxable sales: (See the application instructions if the company is from outside of Minnesota and is not required to withhold Minnesota income taxes)

Federal Employer ID Number (FEIN) (if applicable)	Minnesota Tax Number (MN ID) (if applicable)	Employment Insurance Acct No (if applicable)
Individual (sole proprietor) and one-member limited liability company applicants must complete this section.	As an individual (sole proprietor) or a one-member limited liability company you must provide a Social Security Number.	Social Security Number

3. LEGAL BUSINESS NAME OF CONTRACTOR (Individual name only if no company name used – See Instructions)

4. DBA NAME (Doing business as name / assumed name – if applicable)

5. BUSINESS PHONE NUMBER (public)	6. OTHER TELEPHONE NUMBER	7. E-MAIL ADDRESS
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Address Instructions. In #8, provide the main legal physical address for the legal business entity applying to be licensed. In items #9 and #10, provide the physical and mailing address to be linked to only this license, if different from the main legal address (#8). By default, the department posts the main address online as the licensee's address. If you provide a physical or mailing address for the license, then you may designate the address you want posted online by checking the appropriate box. An individual applicant's non-designated address is considered private data.

8. MAIN (LEGAL) ADDRESS (PO Box Not acceptable)	CITY	STATE	ZIP CODE	ONLINE <input type="checkbox"/>
9. PHYSICAL BUSINESS ADDRESS (PO Box Not acceptable)	CITY	STATE	ZIP CODE	ONLINE <input type="checkbox"/>
10. BUSINESS MAILING ADDRESS (PO Box is acceptable) (if applicable)	CITY	STATE	ZIP CODE	ONLINE <input type="checkbox"/>

11. All applicants must provide the name and address of a registered agent in this state authorized to receive service of process and by signing this application hereby give consent to service of process as required by M.S. § 326B.855

REGISTERED AGENT NAME	REGISTERED AGENT ADDRESS	CITY	STATE	ZIP CODE
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12. Do you have employees? Yes No Whether you have employees or not, you must also complete the worker's compensation Certificate of Compliance form located on our website at www.dli.mn.gov/ccld/forms.asp.

13. CONTACT PERSON Each contractor must designate a contact person that has completed pipe laying training per M.S. § 326B.46. The contact person must provide a copy of a certificate or card issued by the pipe laying training sponsor that evidences completion of training. An expired certificate or card shall not be accepted as evidence of completed training.

FULL LEGAL LAST NAME	FULL LEGAL FIRST NAME	MI	SUFFIX (Sr., Jr., I, II, III)
PIPE LAYER NUMBER	PIPE LAYING TRAINING SPONSOR	EXPIRATION DATE (MM/DD/YYYY)	

This is to certify that the contractor making this application is in compliance with the provisions of M.S. § 326B.41 to 326B.49, and all rules adopted under these sections, as well as all orders issued under M.S. § 326B.082, including:

- Exemption from licensure by performing building sewer or water service installation work and having completed pipe laying training or employing an individual that has completed pipe laying training as prescribed by the commissioner;
- Exemption from licensure as a plumbing contractor or restricted plumbing contractor in accordance with M.S. § 326B.46;
- Immediate notification to the department in writing of any change of address, telephone number, change of business structure, change of responsible individual, employment of others, or other information required on my application;
- I understand and accept that the Department of Labor and Industry pursuant to under M.S. § 326B.082 may revoke, suspend or limit this bond registration if I knowingly and willfully made a false statement in this application;

I hereby declare that any statements herein are true and complete, with the same force and effect as though given under oath.

One of the officers listed on the attached Disclosure of business Owners, Partners, Officers and Members form must sign this form. If partnership then all partners must sign below:

APPLICANT SIGNATURE	TITLE	DATE
APPLICANT SIGNATURE	TITLE	DATE
APPLICANT SIGNATURE	TITLE	DATE

This material can be made available in different formats, such as large print, Braille or on audio. To request an alternative format, please call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.



E-mail: DLI.BusinessLicense@state.mn.us
 Web Site: www.dli.mn.gov/ccld.asp
 Phone: (651) 284-5034

Disclosure of Business Owners, Partners, Officers and Members

This form must be completed by all business types.

Minnesota Statutes § 270C.72, Subd. 4, requires the Department of Labor and Industry to require contractor license applicants to provide their Minnesota Business Identification Number and the social security numbers of all individual owners, partners, officers, and other members of the business entity, who are liable for delinquent taxes. The Department of Revenue may order the Department to revoke or not issue the license of any applicant who has not filed tax returns or is delinquent in paying taxes. An individual's social security number is classified as private data and will only be supplied to the Minnesota Department of Revenue, which may supply this information to the Internal Revenue Service, or may occur as authorized or required by law. Failure to supply the required information may delay or prevent the Department from processing the original or renewal application. Once you are licensed, all information on this form with the exception of your social security number and nondesignated address becomes public data and may be released to anyone upon request.

If the business is an individual, partnership, corporation, foreign corporation or a limited liability company, the names, addresses, social security numbers, and signatures of all additional owners, partners, officers, or members owning 10 percent or more of the company, must be completed on this form. Please copy this form if you need additional space.

LEGAL NAME OF BUSINESS (Individual name only if no company name is used) **LICENSE/REGISTRATION #**

ASSUMED NAME - DBA (doing business as or assumed name) (if applicable)

BUSINESS ADDRESS	CITY	STATE	ZIP CODE
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LIST ALL Owners, Officers, Partners, and Members (copy this form if more space is needed)

LAST NAME (include suffix)	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY # (mandatory)	DATE OF BIRTH (mandatory)
RESIDENTIAL ADDRESS		CITY	STATE ZIP CODE	TELEPHONE NO

Is the residential address a non-designated (Private) address? Yes No If **yes**, you must provide a designated (Public) address.

DESIGNATED (Public) ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO
APPLICANT SIGNATURE (mandatory)	TITLE (owner, partner, officer, or member, etc)			DATE

LAST NAME (include suffix)	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY # (mandatory)	DATE OF BIRTH (mandatory)
RESIDENTIAL ADDRESS		CITY	STATE ZIP CODE	TELEPHONE NO

Is the residential address a non-designated (Private) address? Yes No If **yes**, you must provide a designated (Public) address.

DESIGNATED (Public) ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO
APPLICANT SIGNATURE (mandatory)	TITLE (owner, partner, officer, or member, etc)			DATE

LAST NAME (include suffix)	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY NO (mandatory)	DATE OF BIRTH (mandatory)
RESIDENTIAL ADDRESS		CITY	STATE ZIP CODE	TELEPHONE NO

Is the residential address a non-designated (Private) address? Yes No If **yes**, you must provide a designated (Public) address.

DESIGNATED (Public) ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO
APPLICANT SIGNATURE (mandatory)	TITLE (owner, partner, officer, or member, etc)			DATE

This material can be made available in different formats, such as large print, Braille or on audio. To request an alternative format, please call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198



**Plumbing Contractor Code Compliance Bond
SSTS Business License Surety Bond**

Email: DLI.BusinessLicense@state.mn.us
Website: www.dli.mn.gov/cclid.asp
Phone: (651) 284-5034

BOND NO.	AMOUNT \$25,000.00	EFFECTIVE DATE
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PRINT IN INK or TYPE

KNOW ALL PERSONS BY THESE PRESENTS:

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 (\$25,000.00) 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.

WHEREAS the said Principal performs building sewer or water service installation, or is making application to be licensed as, or has been licensed as, a plumbing contractor or a restricted plumbing contractor, or is making application to be licensed as, or has been licensed as, a subsurface sewage treatment system business; and WHEREAS the said Principal is required by Minnesota Statutes, sections 326B.46, Subd. 2, or 115.56, Subd. 2(e), to give a corporate surety bond to the State of Minnesota in the amount of at least Twenty-Five Thousand Dollars (\$25,000.00) for all plumbing work and subsurface sewage treatment work entered into within the state; and WHEREAS the corporate surety bond shall be for the benefit of the State of Minnesota and all persons injured or suffering financial loss by reason of the Principal's failure to comply with the requirements of the Minnesota State Plumbing Code, Minnesota Rules, chapter 4715, as amended, or the requirements of Minnesota Statutes, sections 115.55 and 115.56, as amended, and Minnesota Rules, chapters 7080-7083, as amended, and with all contracts entered into.

NOW THEREFORE, the condition of this obligation is that, if the Principal shall faithfully and lawfully perform all duties, and in all things comply with all laws, rules, and ordinances, including all amendments thereto, pertaining to the plumbing license or registration or subsurface sewage treatment system license, and with all contracts entered into, then no obligation under this bond shall accrue. If the Principal shall violate the Minnesota State Plumbing Code, Minnesota Rules, chapter 4715, as amended, or the requirements of Minnesota Statutes, sections 115.55 and 115.56, as amended, or Minnesota Rules, chapters 7080-7083, as amended, or any contracts entered into, any person damaged as a result of such violation shall have, in addition to all other legal remedies, a right of action on this bond in the name of the injured party for loss sustained by the injured party.

This bond shall be effective upon execution and shall expire on **January 1, 2014**. During the term of this obligation the principal and surety will pay unto the obligee or as otherwise directed by the obligee the amount needed to correct non-complying work. The aggregate liability of the surety hereunder pertains to all claims arising during the period as defined above and shall in no event exceed the total sum of **TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)**.

This bond obligation may be canceled at any time by giving thirty days written notice of such intent to cancel by Certified Mail--Return Receipt Requested, to the Principal and to the Minnesota Pollution Control Agency, **520 Lafayette Road N, St. Paul, MN 55155** and to the Minnesota Department of Labor and Industry, **443 Lafayette Road N, St. Paul, MN 55155**. Upon cancellation of this bond, the Surety's liability under this bond shall cease, except as to any liabilities or indebtedness incurred prior to the effective date of cancellation. The Surety shall notify the Principal and the Minnesota Department of Labor and Industry and the Minnesota Pollution Control Agency 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 _____

Certificate of Compliance Minnesota Workers' Compensation Law



**THIS FORM MUST BE COMPLETED AND SIGNED
BY ALL BUSINESS TYPES**

PRINT IN INK or TYPE.

Minnesota Statutes, 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 in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, 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.

CONTRACTOR'S LICENSE or CERTIFICATE NO (if applicable)		BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.)			
DBA ("doing business as" or also known as an assumed name) (if applicable)			
BUSINESS ADDRESS (must be physical street address, no PO boxes)		CITY	STATE ZIP CODE
COUNTY	E-MAIL ADDRESS		

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE
FOLLOWING INFORMATION. *You must complete number 1 or 2 below.***

NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent)		NAIC Number
POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032:

- I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)
- I am self-insured for workers' compensation (include a copy of authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

Other: _____

I certify that the information provided on this form is accurate and complete.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
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NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.