



SIDEWALK CONTRACTOR NEW & RENEWAL APPLICATION (Cement or Asphalt)

Rochester Code of Ordinances [Section 9-18](#) applies to Concrete Sidewalks, Driveways, Curbs and Gutters, including licenses required to build or rebuild concrete or asphalt sidewalks, driveways, or curbs and gutters in streets, alleys or public grounds.

Licenses must be renewed every year, with the license period running from January 1 through December 31. The current license fee is \$80, and is not prorated. If you are renewing a license and submit your application for the next year after Dec. 31, the fee increases to \$120. Required fees must be paid at the time an application is submitted. **A separate application and fee is required for concrete and asphalt work licenses.**

Instead of sending in this form, applications can be submitted online through the Accela Citizen Access portal. See the following instructions:

Register Public User Account (video): <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=761310>

Applying for a New License (PDF): <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=1210117>

Submitting a License Renewal (PDF): <https://www.rochestermn.gov/Home/ShowDocument?id=25701>

CHECKLIST OF REQUIRED ITEMS THAT MUST BE SUBMITTED WHEN APPLICATION IS SUBMITTED

- 1.** Fully complete all parts of the application and submit **ALL** pages including this checklist (**Every question must be answered – write ‘N/A’ or ‘not applicable’ if necessary on any questions**) – Separate licenses and applications are required for concrete and asphalt work
 - License Application must be signed by the applicant or an owner/applicant/officer
- 2.** License fee of \$80 submitted with the application
 - License fees are not prorated regardless of when issued during the course of the calendar year
 - Renewal applications not submitted by Nov. 30 will incur at 20% late fee.
 - Renewal applications not submitted by Dec. 31 will incur a 50% late fee
- 3.** \$10,000 performance bond to cover defects in the work performed during the license year with coverage to extend for a period of two years after completion of the work filed in the Office of the City Clerk. **This bond must state that is acknowledges and incorporates Rochester Code of Ordinances Sec. 9-18-3.** We no longer require **original** bonds
- 4.** Proof of worker’s compensation insurance as required by Minn. Stat. §176.182, unless applicant is exempt from the requirement
- 5.** Insurance Certificate for General Liability and vehicle liability coverage in an amount not less than \$2,000,000 for each occurrence and \$4,000,000 in aggregate (Umbrella policies are accepted to reach the aggregate coverage)

- 6.** If this is not a sole-proprietorship, ensure that the business is [registered with the Minnesota Secretary of State](#) (this is optional and you can randomize your checking of this. But when you do, if it is not registered an additional information request is required)
- 7.** Renewals of City Performance bonds should run Jan 1- Dec 31

ADDITIONAL STEPS TO BE COMPLETED BY THE CITY PRIOR TO ISSUING A LICENSE:

- 8.** Review of the application by the City Clerk’s Office to ensure completeness
- 9.** Approval as to form of the \$10,000 performance bond by the City Attorney
- 10.** Review of the application by Public Works to make a recommendation to the Council on the license
- 11.** Confirmation that all requirements of [RCO 8-7-13](#) have been met, including that the applicant has paid all fees, charges, taxes, special assessments, or other debt or obligation owed to the City regarding any other matter
- 12.** Approval of the license application by the City Council
- 13.** Issuance of license once all other steps are complete (YOU ARE NOT LICENSED UNTIL YOU HAVE RECEIVED A LICENSE CERTIFICATE)

Fill in all blanks. Write N/A if a question is not applicable.

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Licenses run on the calendar year, expiring on Dec. 31, and are not prorated.			
Calendar Year Applying for:			
<i>If you are applying after Oct. 1 for the current year, would you also like to apply to renew this license for the following year at the same time?</i>			
<input type="checkbox"/> YES <input type="checkbox"/> NO if yes, one application can be submitted, but you will need to pay the license fee for each year			
Is this a renewal of an existing or previous license with the City of Rochester?			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
STEP 1. APPLICANT INFORMATION			
Construction Materials used:		<input type="checkbox"/> CONCRETE	
		<input type="checkbox"/> ASPHALT	
<i>A separate application and fee must be completed for each type of license</i>			
Information about who is completing this application for the business			
1. First Name		2. Last Name	
3. Primary Telephone Number	4. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	5. Alternate Phone Number	6. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
7. Email Address			
8. Mailing Address		9. City	10. State 11. Zip Code
12. Please send official notices relating to this license to:		13. Role of person completing application:	

<input type="checkbox"/> Mailing Address <input type="checkbox"/> Email <input type="checkbox"/> Business Address		<input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Agent for the Owner <input type="checkbox"/> Other _____	
Information about primary point of contact for this license			
14. First Name		15. Last Name	
16. Primary Telephone Number	17. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	18. Alternate Phone Number	19. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
20. Preferred Spoken Language		21. Preferred Written Language	
22. Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No			
23. Email Address		24. Role of primary contact: <input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Agent for the Owner <input type="checkbox"/> Other _____	
License Holder Information			
Provide information about who this license will be issued to			
25. Business Federal Tax ID Number		26. Business State Tax ID Number	
27. Entity license will be issued to (Legal Corporate Name of Business including LLC, Inc., Co., etc., or, <i>only if sole proprietor</i> , name of individual)		28. Business Trade Name (DBA) if different than legal name	
29. Business Address	30. City	31. State	32. Zip Code
STEP 2. BUSINESS INFORMATION			
Additional Business Applicant Information - attach additional sheets if necessary			
33. Type of Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Non Profit <input type="checkbox"/> Other _____		34. Date of Incorporation/ Organization	35. State of Inc./Org
36. Name of individual serving as the primary license applicant as required by R.C.O. 9-18-2 Subd. (b)(1) .			
37. What is their home address?	38. City	39. State	40. Zip code
41. Home Phone Number		42. Cell Phone Number/Alternate Number	
Questions to be answered by the Primary License Applicant about themselves & the business:			
43. Are you or the business a judgement debtor? <input type="checkbox"/> YES <input type="checkbox"/> NO			
44. Have you or the business filed a petition for bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO			

45. Have you or the business been found guilty of a felony, gross misdemeanor, or any comparable offense related to residential contracting, including convictions of fraud, misrepresentation, misuse of funds, theft, criminal sexual conduct, assault, burglary, conversion of funds, or theft of proceeds in this or any other state of other United States jurisdiction?

YES NO

46. Do you or the business have a history of claims as a result of past work of a similar nature involving faulty, incomplete or incompetent work, untimely work, or a failure to adhere to agreed-upon terms of an agreement?

YES NO

47. Do you or the business have a documented history of satisfactory experience in performing the work that is the subject of the license application?

YES NO

48. Number of years of related experience: _____ Years of experience in Rochester: _____

49. Do you or the business possess or have access to the equipment and personnel necessary to satisfactorily perform the work that is the subject of the license application?

YES NO

50. List Related Construction Equipment owned or leased by applicant (attach additional sheets if needed):

STEP 3. BUSINESS DATA

WORKER'S COMPENSATION INSURANCE

Workers' Compensation Company

Policy Number

Dates of Coverage

OR:

I certify that I am not required to carry workers' compensation insurance because:

I am self-insured.

I am the sole proprietor and I have no employees.

I have no employees who are covered by workers' compensation law.

Only employees who are specifically exempted by statute are not covered by workers' compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is controllable by the employer must be covered.

STEP 4. DOCUMENTS TO ATTACH

- Original \$10,000 performance bond to cover defects in the work performed during the license year with coverage to extend for a period of two years after completion of the work – ***bond must state that it acknowledges and incorporates Rochester Code of Ordinances Sec. 9-18-3.***
- Insurance Certificate for General Liability and vehicle liability coverage in an amount not less than \$2,000,000 for each occurrence and \$4,000,000 in aggregate. (Umbrella policies are accepted to reach the aggregate coverage)
- Proof of Workers Comp insurance, if required
- List of construction equipment if not completed in full in Step 2

INSURANCE AND PERFORMANCE BOND REQUIREMENTS FROM RCO §70.03:

No license shall be granted until the city council determines that the applicant has satisfied the licensing requirements of this chapter and has filed with the city clerk a certificate of general liability and motor vehicle insurance in an amount not less than \$2,000,000 each occurrence and \$4,000,000 aggregate, and a \$10,000 licensing bond. The licensing bond shall state that it covers defects in the work performed during the license year with the coverage to extend for a period of two years after completion of the work. No bond shall be accepted that attempts to spread the coverage of the bond amount over more than one license year. The bond shall also be conditioned to save harmless the City from any claims against it arising out of the construction by the licensee of any sidewalk or other structure whether for the city or for a private person and shall be approved as to form by the City Attorney.

STEP 5. PAYMENT

SUBMIT THE REQUIRED LICENSE FEE WITH THIS APPLICATION

License fees are not prorated, and cover the license year being applied for, expiring on Dec. 31.

ANNUAL LICENSE FEE FOR THE PERIOD OF JAN. 1- DEC. 31:

\$80

ADD:\$16 Late Fee for *renewals* submitted on or after Dec. 1 of the license year

ADD: \$40 Late Fee for *renewals* submitted after Dec. 31 Of the license year.

Total paid: _____

STEP 6. NOTIFICATION AND VERIFICATION

Notice of Collection of Private Data

The information collected and required as part of a license application will be used to determine eligibility for a City of Rochester License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Rochester is unable to process this application.

Social Security Numbers and Birth Dates are classified as private data, and are not available to the public. Access to this data is limited to staff with a business need in order to determine license eligibility, and to administer and manage the licensing program.

Disclosure of Social Security Number (or Individual Tax ID Number only for individuals without a social security number), and a Minnesota Tax ID Number is required by Minnesota Statutes 270C.72, and may be requested by and released to the Minnesota Commissioner of Revenue.

All other information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and also have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license or renewal of an existing business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City’s website at <http://www.rochestermn.gov/i-want-to/sign-up-for/email-updates> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS YOUR LICENSE APPLICATION

I, (print name) _____, have read and understand the above information regarding my rights as a subject of government data. I acknowledge I have been provided information about what is required to obtain a business license from the City of Rochester, and how to receive notifications of proposed City ordinances. I agree I will strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Rochester, and understand I can review all City ordinances on the City website or in the City Clerk’s Office. I certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief, and further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of my business license.

Signature of Applicant _____ Date _____