



**City of Minneapolis**  
**Licenses and Consumer Services**  
 350 South 5<sup>th</sup> Street – Room 1  
 Minneapolis, MN 55415–1391  
 Phone: 612-673-2080  
 Fax: 612-673-3399 TTY: 612-673-2157  
[www.minneapolismn.gov/business-licensing](http://www.minneapolismn.gov/business-licensing)

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**For Office Use Only**

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Expiration: December 1  
 Lic Code: 109(A) and 110(B)  
 Rev Code: 311011  
 MCO: 277  
 Adm Issuance: No

## License Application Guidelines and Checklist

### License Type: Building Wrecker

**DEFINITION:** A person who has the necessary qualifications, training, experience and technical knowledge to wreck, demolish or tear down any building or structure within the city. **Class A Building Wrecker** may engage in the business of wrecking, demolishing or tearing down any building or structure regardless of size or height. **Class B Building Wrecker** may engage in the business of wrecking, demolishing or tearing down buildings not exceeding three (3) stories or thirty-five (35) feet in height and not exceeding a total of ten thousand (10,000) square feet of floor area on all floor levels above grade.

Every application for a new wrecking permit must attach copies of the dated notification letters sent to adjoining property owners. Notification must include 1) Name of Wrecking Contractor 2) Business Address 3) Telephone number 4) License Number 5) Name and Address of Building to be Demolished and 6) Anticipated Start Date of Wrecking. The notification letter must be kept by the company for a minimum of 180 days from the date of permit issuance or upon finalization of the wrecking permit.

Staff Initials	Application Checklist
	<input type="checkbox"/> <b>1. License Application</b> (Form #1)
	<input type="checkbox"/> <b>2. Bond</b> <input type="checkbox"/> \$50,000 Bond for Building Wrecker, Class A (Form #2A) <input type="checkbox"/> \$10,000 Bond for Building Wrecker, Class B (Form #2B)
	<input type="checkbox"/> <b>3. Certificate of Liability Insurance</b> (Sample Form #3) This must be furnished by your Insurance Agent with the mandatory changes. You are required to have general liability that includes premises and operations insurance and products and completed operations insurance with the following coverages: <b>Building Wrecker, Class A</b> <input type="checkbox"/> \$1,500,000 personal injury for one occurrence. <input type="checkbox"/> \$150,000 loss or damage to any person or property for one occurrence. <input type="checkbox"/> The city shall be named as an additional insured. <input type="checkbox"/> Policy shall not contain an "XC" (explosion, collapse) exception. <b>Building Wrecker, Class B</b> <input type="checkbox"/> \$300,000 personal injury for one occurrence. <input type="checkbox"/> \$50,000 loss or damage to any person or property for one occurrence. <input type="checkbox"/> The city shall be named as an additional insured. <input type="checkbox"/> Policy shall not contain an "XC" (explosion, collapse) exception.
	<input type="checkbox"/> <b>4. Fee:</b> _____ plus <b>New License Surcharge:</b> _____

### Additional Information

- 1. Your License Application**
  - a. Incomplete applications will be returned.
  - b. All applications must be signed by an owner, partner or principal.
  - c. No license will be issued for a period longer than one year.
  - d. Licenses are not transferable.
  - e. Make a duplicate copy of this packet for your personal records before submitting.
- 2. Bond**
  - a. Information must be on the attached City of Minneapolis Bond Form. This is a continuous bond and valid until cancelled.
  - b. The amount of the bond must be the same as the amount listed above.
  - c. The name of the licensee and the principal on the bond must be the same.
  - d. Bond must be signed and notarized by the principal and the agent/surety. There must be two witnesses for each signature.
  - e. Bond must include an acknowledgment of surety and the agent's power of attorney.
- 3. Information in Other Languages**  
 Yog xav paub tshaj nos ntxiv, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.



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FOR OFFICE USE ONLY:
LICENSE ID #:
CSR:
FEE: \$
DATE:

Trades License Application

1. TYPE OF LICENSE

- Building Wrecker, Class A
Building Wrecker, Class B
Duct Cleaner (HVAC Class B)
Gas Fitter
Heating, Air Conditioning & Ventilation
Oil Burner Installer
Plumber
Refrigeration Installer
Residential Specialty Contractor
Sign Hanger
Steam and Hot Water Installer

2. BACKGROUND INFORMATION

Minnesota Sales Tax ID Number, Social Security Number or Individual Tax ID Number
Legal/Corporate Name of Business
Trade Name (DBA)
Business Telephone Number
Business Address/Location
City
State
Zip Code
Mailing Address (if Different than Business Address)
City
State
Zip Code
Name of Person Filling out this Application
Title
Telephone Number
E-Mail Address
Fax Number
Cell Phone Number
Name of Manager and Home Address
Date of Birth
Type of Ownership
Corporation
LLC
Sole Proprietor
Partnership
Nonprofit
Date of Incorporation
State of Incorporation
Is this business publicly traded? Yes No

3. QUALIFIED MASTER(S) Attach additional sheets if necessary.

Name of Master
Trade
Comp Card Number
Date of Birth
Name of Master
Trade
Comp Card Number
Date of Birth
Name of Master
Trade
Comp Card Number
Date of Birth

Have you ever had a business license denied or revoked by Minneapolis or another government entity? Yes No
If Yes, indicate the date of denial/revocation, government agency, and reason for denial or revocation.

List all types of work to be conducted in Minneapolis.

**4. LIST ALL PARTNERS, OWNERS AND CORPORATE MEMBERS (Attach additional sheets if necessary.)**

Full Name: First, Middle, Last	Date of Birth	Telephone	% of Ownership
Home Address	City	State	Zip Code
Full Name: First, Middle, Last	Date of Birth	Telephone	% of Ownership
Home Address	City	State	Zip Code
Full Name: First, Middle, Last	Date of Birth	Telephone	% of Ownership
Home Address	City	State	Zip Code

Have any of the individuals above been convicted of a crime?  Yes  No  
 If Yes, please provide (or attach) dates and conviction specifics.

**5. WORKERS' COMPENSATION**

Workers' Compensation Company	Policy Number	Coverage Dates
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-----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 the 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.

**6. VEHICLES**

Will there be vehicles used in the business?  Yes  No (Attach additional sheets if necessary)

Year/Make/Model	Vehicle Company ID Number	VIN Number	License Plate Number (State)

**7. VERIFICATION**

The data you furnish on this application will be used by the City of Minneapolis to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Minneapolis may be unable to process this application. Disclosure of your Minnesota Tax ID Number, Social Security Number, or Individual Tax ID Number is required by Minnesota Statutes 270C.72 and your Social Security number may be requested by and released to the Minnesota Commissioner of Revenue. After submission of this application all information except your Social Security Number will be public information pursuant to Minnesota Statutes, Chapter 13.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

I, (print name) \_\_\_\_\_, certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension or revocation of my business license.

SIGNATURE OF APPLICANT \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_



Wrecker of Buildings License Bond

Class "A"

STATE OF MINNESOTA }
COUNTY OF HENNEPIN } SS

KNOW ALL MEN BY THESE PRESENTS, That we, \_\_\_\_\_, as principal, and \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, duly licensed and authorized to transact a corporate surety business in the State of Minnesota, as surety, are held and firmly bound unto the City of Minneapolis, a municipal corporation in the County of Hennepin and State of Minnesota in the sum of Fifty Thousand Dollars (\$50,000), lawful money of the United States of America, for the payment of which sum well and truly to be made to said City of Minneapolis or its assigns, we jointly and severally bind ourselves, or successors, heirs, executors and administrators, firmly by these presents.

The conditions of this obligation are such that, whereas the above named principal, \_\_\_\_\_, has duly applied for a license to engage in and carry on the business of wrecking buildings in the City of Minneapolis, Minnesota during the license year ending the first day in December, A.D. 20\_\_\_\_, and whereas said principal proposes to apply for renewal licenses from year to year thereafter to carry on said business;

NOW, THEREFORE, in case such license shall be issued, if said above bounden principal, \_\_\_\_\_, shall in all respects well and truly observe the ordinances of said City of Minneapolis in relation to the wrecking and tearing down of buildings within the City of Minneapolis, Minnesota, and conduct his/its business in conformity thereto and shall indemnify and save the City of Minneapolis harmless from all damages, judgments, losses, claims, suits, or liabilities of every kind growing out of the wrecking or demolition of any building, then this obligation to be null and void; otherwise to be and remain in full force and effect.

PROVIDED, HOWEVER, it is hereby expressly understood and agreed, that nothing herein contained shall be deemed or construed to reduce the liability hereunder below the above stated penal sum for the said license period, and the like sum for each and every succeeding annual license period for which said principal shall be licensed, the same as if a new bond in the same sum were executed for each and every separate license period. It is further expressly understood and agreed that the liability of the surety hereon to any and all persons incurred in any one of the license period shall not exceed the above stated penal sum.

IT IS FURTHER PROVIDED, that it is the intention of the parties that this bond is to be a continuing bond furnished as required for the issuance of the license for the current year and for each succeeding year. This bond may be cancelled at any time upon giving the said principal and the Department of Licenses and Consumer Services of the City of Minneapolis 30 days written notice, said notice to be served by registered mail, whereupon, except as to any liabilities or indebtedness incurred or accrued, prior to the termination of this said 30 days notice, the liability of the surety under this bond shall cease.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_.

Signed, Sealed, and Delivered in the Presents of:

\_\_\_\_\_(SEAL)

As to Principal

Principal

As to Surety

Surety

**ACKNOWLEDGMENT OF PRINCIPAL (INDIVIDUAL)**

STATE OF MINNESOTA }  
COUNTY OF HENNEPIN } SS

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_, before me appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed same as his own free act and deed.

(SEAL)

\_\_\_\_\_  
Notary Public, Hennepin County, Minnesota

My Commission expires \_\_\_\_\_

**ACKNOWLEDGMENT OF PRINCIPAL (PARTNERSHIP)**

STATE OF MINNESOTA }  
COUNTY OF HENNEPIN } SS

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_, before me appeared \_\_\_\_\_ and \_\_\_\_\_, doing business as \_\_\_\_\_ (firm or partnership name), to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed and the act of said partnership.

(SEAL)

\_\_\_\_\_  
Notary Public, Hennepin County, Minnesota

My Commission expires \_\_\_\_\_

**ACKNOWLEDGMENT OF PRINCIPAL (CORPORATION)**

STATE OF MINNESOTA }  
COUNTY OF HENNEPIN } SS

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_, before me appeared \_\_\_\_\_ and \_\_\_\_\_, to me personally known, who being by me duly sworn did say that they are respectively the \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_, the corporation described in and who executed the foregoing instrument; that the seal affixed to the foregoing instrument is the corporate seal of said corporation; that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and said \_\_\_\_\_ and \_\_\_\_\_ acknowledged said instrument to be the free act and deed of said corporation.

(SEAL)

\_\_\_\_\_  
Notary Public, Hennepin County, Minnesota

My Commission expires \_\_\_\_\_

**ATTACH ACKNOWLEDGMENT OF SURETY**



Wrecker of Buildings License Bond
Class "B"

STATE OF MINNESOTA }
COUNTY OF HENNEPIN } SS

KNOW ALL MEN BY THESE PRESENTS, That we, \_\_\_\_\_, as principal, and \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, duly licensed and authorized to transact a corporate surety business in the State of Minnesota, as surety, are held and firmly bound unto the City of Minneapolis, a municipal corporation in the County of Hennepin and State of Minnesota in the sum of Ten Thousand Dollars (\$10,000), lawful money of the United States of America, for the payment of which sum well and truly to be made to said City of Minneapolis or its assigns, we jointly and severally bind ourselves, or successors, heirs, executors and administrators, firmly by these presents.

The conditions of this obligation are such that, whereas the above named principal, \_\_\_\_\_, has duly applied for a license to engage in and carry on the business of wrecking buildings in the City of Minneapolis, Minnesota during the license year ending the first day in December, A.D. 20\_\_\_\_, and whereas said principal proposes to apply for renewal licenses from year to year thereafter to carry on said business;

NOW, THEREFORE, in case such license shall be issued, if said above bounden principal, \_\_\_\_\_, shall in all respects well and truly observe the ordinances of said City of Minneapolis in relation to the wrecking and tearing down of buildings within the City of Minneapolis, Minnesota, and conduct his/its business in conformity thereto and shall indemnify and save the City of Minneapolis harmless from all damages, judgements, losses, claims, suits, or liabilities of every kind growing out of the wrecking or demolition of any building, then this obligation to be null and void; otherwise to be and remain in full force and effect.

PROVIDED, HOWEVER, it is hereby expressly understood and agreed, that nothing herein contained shall be deemed or construed to reduce the liability hereunder below the above stated penal sum for the said license period, and the like sum for each and every succeeding annual license period for which said principal shall be licensed, the same as if a new bond in the same sum were executed for each and every separate license period. It is further expressly understood and agreed that the liability of the surety hereon to any and all persons incurred in any one of the license period shall not exceed the above stated penal sum.

IT IS FURTHER PROVIDED, that it is the intention of the parties that this bond is to be a continuing bond furnished as required for the issuance of the license for the current year and for each succeeding year. This bond may be cancelled at any time upon giving the said principal and the Department of Licenses and Consumer Services of the City of Minneapolis 30 days written notice, said notice to be served by registered mail, whereupon, except as to any liabilities or indebtedness incurred or accrued, prior to the termination of this said 30 days notice, the liability of the surety under this bond shall cease.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_.

Signed, Sealed, and Delivered in the Presents of:

\_\_\_\_\_(SEAL)
\_\_\_\_\_(SEAL)
As to Principal Principal
\_\_\_\_\_(SEAL)
\_\_\_\_\_(SEAL)
As to Surety Surety

**ACKNOWLEDGMENT OF PRINCIPAL (INDIVIDUAL)**

STATE OF MINNESOTA }  
COUNTY OF HENNEPIN } SS

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_, before me appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed same as his own free act and deed.

(SEAL)

\_\_\_\_\_  
Notary Public, Hennepin County, Minnesota

My Commission expires \_\_\_\_\_

**ACKNOWLEDGMENT OF PRINCIPAL (PARTNERSHIP)**

STATE OF MINNESOTA }  
COUNTY OF HENNEPIN } SS

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_, before me appeared \_\_\_\_\_ and \_\_\_\_\_, doing business as \_\_\_\_\_ (firm or partnership name), to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed and the act of said partnership.

(SEAL)

\_\_\_\_\_  
Notary Public, Hennepin County, Minnesota

My Commission expires \_\_\_\_\_

**ACKNOWLEDGEMENT OF PRINCIPAL (CORPORATION)**

STATE OF MINNESOTA }  
COUNTY OF HENNEPIN } SS

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_, before me appeared \_\_\_\_\_ and \_\_\_\_\_, to me personally known, who being by me duly sworn did say that they are respectively the \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_, the corporation described in and who executed the foregoing instrument; that the seal affixed to the foregoing instrument is the corporate seal of said corporation; that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and said \_\_\_\_\_ and \_\_\_\_\_ acknowledged said instrument to be the free act and deed of said corporation.

(SEAL)

\_\_\_\_\_  
Notary Public, Hennepin County, Minnesota

My Commission expires \_\_\_\_\_

**ATTACH ACKNOWLEDGMENT OF SURETY**

# City of Minneapolis Requirements for Insurance Certificates

**#3**

## CERTIFICATE OF LIABILITY INSURANCE

**Certificate cannot be pending,  
binder or TBA.**

**The Legal/Corporate Name  
must match exactly  
(word for word) to the  
Approved Licensee Name  
(including Inc, or LLC),  
Trade Name (DBA)  
and address of premises.**

<b>PRODUCER</b> Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.  THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <hr/> INSURERS AFFORDING COVERAGE INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____
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**COVERAGES**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> † COMMERCIAL GENERAL LIABILITY † CLAIMS MADE † OCCUR † _____ † _____  GEN'L AGGREGATE LIMIT APPLIES PER: † POLICY † PROJECT † LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> † ANY AUTO † ALL OWNED AUTOS † SCHEDULED AUTOS † HIRED AUTOS † NON - OWNED AUTOS † _____ † _____				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> † ANY AUTO † _____				AUTO ONLY - (Ea Accident) \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	<b>EXCESS LIABILITY</b> † OCCUR † CLAIMS MADE  † DEDUCTIBLE † RETENTION				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>				X/WC STATUTORY LIMITS / OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	<b>OTHER</b>				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

**ADDITIONAL INSURED: INSURER LETTER**

**Original signature or stamp of Agent.**

CERTIFICATE HOLDER City of Minneapolis Licenses and Consumer Services 1-C City Hall 350 South 5th Street Minneapolis, MN 55415	AUTHORIZED REPRESENTATIVE _____
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**Applications will be returned if requirements are not complete.**