

Memo

Environmental Services

To: Environmental Services Staff
From: Chris Pence, Land Services Supervisor
Date: August 21, 2014
Re: Contractor License Requirements- Policy #2014-04

The State of Minnesota, Department of Labor and Industry, has notified Crow Wing County that we must enforce Minnesota State Statute 326B.85 requiring that no land use permit may be issued to an unlicensed contractor.

Therefore, the following policies are effective immediately and should be kept for reference as you complete your daily tasks.

- A contractor applying for a land use permit shall provide his/her license number on the application in order to receive a permit. No permit shall be issued to a contractor without the contractor's license number on the application. This applies to all building construction related land use permits.
- An authorized agent form is still required if a contractor is applying for a land use permit on behalf of the landowner except that a septic contractor can apply for a septic only permit.
- Property owners applying for land use permits are required to acknowledge the following stating that as a homeowner they are aware of the requirements in Minnesota State Statute 326B.85 and are exempt from the requirements thereof.
 - I understand that according to Minnesota State Statute 326B.85, the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself and I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale for the house for which I am applying for this permit.
- This policy does not apply to septic permits or shoreland alteration permits.
- Questions regarding the necessity of this policy should be directed to the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division - Enforcement Services Supervisor at (651) 284-5832.

It is my expectation that all staff will follow this policy and procedure. Should you have any questions regarding this policy, please address them to me. I look forward to having open, honest communication with all staff, including uniform standards and clear, consistent expectations to which all of us are held accountable. I look forward to achieving these goals together!

CC: Mark B. Liedl, Land Services Director