



CC0195

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

Mechanical Bond Registration Renewal

Registration Fees = \$110.00

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

**PER MS 326B.092; SUBD. 3, A \$50 LATE FEE IS DUE IF THE
 RENEWAL IS RECEIVED BY DLI AFTER THE EXPIRATION DATE.**

REGISTRATION FEES ARE NONREFUNDABLE
Depositing of registration fee does not constitute
granting of the registration applied for.

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

| SPACE IN BOX FOR OFFICE USE ONLY | |
|--|------------------|
| Account Number 632416 | STK B42MECH |
| 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. | |

DID YOUR LEGAL BUSINESS STRUCTURE CHANGE? If YES, you must submit a new application.

| REGISTRATION NUMBER | FEDERAL TAX ID (FEIN) | STATE TAX ID |
|---------------------|-----------------------|--------------|
| | | |

LEGAL BUSINESS NAME OF CONTRACTOR (Individual name only if no company name used)

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

| BUSINESS PHONE NUMBER (public) | OTHER TELEPHONE NUMBER | E-MAIL ADDRESS |
|--------------------------------|------------------------|----------------|
| | | |

| PHYSICAL BUSINESS ADDRESS (PO Box Not acceptable) | CITY | STATE | ZIP CODE | ONLINE |
|---|------|-------|----------|--------------------------|
| | | | | <input type="checkbox"/> |

| BUSINESS MAILING ADDRESS (PO Box is acceptable) (if applicable) | CITY | STATE | ZIP CODE | ONLINE |
|---|------|-------|----------|--------------------------|
| | | | | <input type="checkbox"/> |

| CONTACT PERSON | | |
|------------------------------------|------------|----|
| LEGAL LAST NAME (including suffix) | FIRST NAME | MI |
| | | |

THIS RENEWAL MUST BE SUBMITTED ALONG WITH ALL OF THESE REQUIRED DOCUMENTS

- \$110.00 REGISTRATION FEE** – This fee includes a two year registration fee of \$100.00 and a \$10.00 E-Licensing fee.
NOTE: A \$50.00 late fee is due if received after expiration.
- Secretary of State Business Registration Verification** – Except for Individuals and partnerships doing business under their own true full legal first and last name(s), all businesses and assumed names (DBA) must be registered with the Office of the Secretary of State. Please visit MN SOS <http://mbportal.sos.state.mn.us/> to verify registration.
- \$25,000 Mechanical Bond** – An ORIGINAL bond continuation certificate or an ORIGINAL bond, with notarized acknowledgements, and an original Power of Attorney must be submitted with the registration renewal form. All signatures must be notarized. The period of the bond must provide coverage for two years. A bond continuation certificate must provide for continuation of the existing bond without interruption. If replacing the current bond with a new bond from a new surety company, submit a new original bond, with notarized acknowledgements, and original Power of Attorney from the new surety. A new bond form is available online at www.dli.mn.gov/cclld/formssurety.asp
- Workers' Compensation Certificate of Compliance** – The Certificate of Compliance with Minnesota Workers' Compensation Laws **MUST BE COMPLETED AND SUBMITTED** with this renewal. Pursuant to Minn. Stat. § 176.215, Subd. 1, you may be required to have workers' compensation insurance coverage. Questions about who is required to have workers' compensation insurance coverage may be answered at 651-284-5032. This form can be found at <http://www.dli.mn.gov/CCLD/FormsWC.asp>

| APPLICANT SIGNATURE | TITLE | DATE |
|---------------------|-------|------|
| | | |

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 |
|----------|-----------------|----------------|-------------|
| | \$25,000 | | |

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.

The terms of this bond shall be biennial and may be renewed with a continuation certificate due biennially from the effective date of the bond or continuation certificate. 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 _____

**Certificate of Compliance
Minnesota Workers'
Compensation Law**



CC0515

**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:

| |
|---------------------------------------|
| <input type="checkbox"/> Other: _____ |
|---------------------------------------|

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

| | | |
|---------------------------------|-------|------|
| APPLICANT SIGNATURE (mandatory) | TITLE | DATE |
|---------------------------------|-------|------|

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.