

# Licensing 101

## Construction Industry Conference

February 18, 2016

Charlie Durenberger

Assistant Director – Licensing and Enforcement  
Construction Codes and Licensing Division  
Minnesota Department of Labor and Industry



# Overview

- Licensing vs. Enforcement
- Personal vs. Business licensing
- Mechanical - Plumbing licensing
- Online applications/renewals
- Contractor Registration Program
- Questions

# CCLD Licensing and Certification

- Supervisor and 13 staff
- 35,000 business licenses/registrations
- 92,000 personal licenses/registrations
- Most renew every two years

# Enforcement Services Unit

- Supervisor and 14 investigators
- Conducts over 1,500 investigations and issues 500 orders each year
- Six work mainly on RBC cases
- Three work electrical/elevator cases
- Four work on worker misclassification
- One works plumbing cases

# Personal vs. Business Licensing

- Electrical, elevator, plumbing and HPP have personal and business license requirements
- Business must be owned by or employ a licensed master (RLI)
- Residential building contractors and remodelers have a qualifying person (QP) but they do not hold a separate license

# Personal Licensing

- Personal licenses require exam
- All exams produced and administered by DLI staff
- 70% required to pass
- Exams given at DLI every week
- Five outstate sites – exams every other month
- \$50 exam fee

# Mechanical Contractors

- No state license for mechanical contractors - \$25,000 bond filing with DLI
- May be licensed by municipalities

# Online license renewals

- Online applications and renewals eliminate processing steps that slow issuance
- Renewal postcards not renewal forms
- Personal licenses "auto renewed"
- Enforcement action if CE not taken

# New Online Business License Renewal Process

- Goal is paperless business license renewal
- Continuous bonds
- Verify and update data DLI has on record
- Liability insurance certificates
  - Need to be submitted when policy renewed or replaced – not just at license renewal

# CCLD License Renewal Stats

<u>Year</u>	<u>Number</u>	<u>Online</u>	<u>Paper</u>
2011	57,069	12%	88%
2012	55,571	38%	62%
2013	54,820	67%	33%
2014	56,443	63%	37%
2015	60,983	66%	34%

# Contractor Registration Program

- All building construction or improvement contractors not already licensed or registered with DLI must register
- Done online with no fee
- Main goal is to identify ownership of business entities

# Registration Program (cont.)

- About 20,000 contractors registered in initial program
- 8,400 renewed at the end of 2015
- Contractor will be deemed to be an employee, not independent contractor if not registered **and**:
  - Have active Secretary of State filing
  - Meet nine factor test
  - Use invoices and accept payment only through legal business name

# Registration Program (cont.)

- Verify your subs' registration using CCLD's online license lookup tool:

The screenshot shows the website header for the Minnesota Department of Labor & Industry. It includes a search bar with the text "Search this site" and a "Search" button, along with the text "powered by Google™". Below the header is a navigation menu with the following items: "About DLI", "Construction Codes and Licensing", "OSHA", "Wage and Hour", "Workers' Compensation", and "Apprenticeship".

The main content area features a large banner for the "Department of Labor and Industry" with a photograph of a brick sign. To the right of the sign is a text box stating: "The agency's mission is to ensure Minnesota's work and living environments are equitable, healthy and safe. The agency oversees the state's apprenticeship, construction codes and licensing, occupational safety and health, wage and hour standards, and workers' compensation programs."

Below the banner are two service tiles. The first is "DLI ReNew" with a wrench icon, which says "Apply for a new or renew an existing construction license, certificate or registration". The second is "License Lookup" with a hammer icon, which says "Verify construction licenses, bonds, certifications, registrations and building officials".

## License lookup

Use the search feature below to find personal and business licenses, bonds, certifications and registrations issued by DLI. To begin, choose either "Personal" or "Business." Next, select a specific type from the drop-down menu or leave the default "All."

To verify an individual's or company's current status, enter in a specific license, bond, certificate or registration number or the individual's or company's name and click "Search." For personal licenses, type the last name first. If no search results are found, change selection of "Personal" or "Business" and search again. Because the lookup will retrieve all records containing the exact text you enter, it's best to start with just an individual's last name or part of the business name. Do not type in punctuation marks or wildcards (\* or % for example).

[Click here](#) for more detailed instructions and information to help you search effectively.

**Municipalities: [Download current plumbing bond information here.](#)**

License class  ALL  Personal  Business

Select a discipline Registered Contractors

Select a classification

ALL  
Boiler  
Building Officials  
CE Administration  
Electrical  
Elevator  
High Pressure Piping  
Manufactured Structures  
Mechanical Bonds  
Plumbing  
Registered Contractors  
Residential Contractors  
Water Conditioning

Search Advanced Search Number of items in a page 10

# Check Secretary of State

<http://mblsportal.sos.state.mn.us/>

 **Minnesota Business & Lien System**  
Office of the Minnesota Secretary of State

Office of the Minnesota Secretary of State Business & Lien system.  
Search for a business or nonprofit or file a new business or non-profit. This office currently accepts the following credit cards for payment: Discover, MasterCard, and Visa.

**How do I ...**

- [File a renewal or amendment?](#)
- [Order copies?](#)
- [Order a certificate?](#)

**Search**

You can:

- Look up business information
- File an amendment or renewal
- Order copies
- Order a certificate

By Business Name  By File Number

[Advanced Options](#)

**Note:** The search function defaults to finding active business listings only. This search does not include names in other states or prior business names.

[Advanced Options](#) will allow you to find inactive businesses or help you change the scope of your search. .

# *The CCLD Review*

- Quarterly CCLD newsletter
- Sent via e-mail and posted on website
- Articles highlight changes in laws, policies, interpretations
- Contact DLI Communications Unit to subscribe
  - [chris.thompson@state.mn.us](mailto:chris.thompson@state.mn.us)

# CCLD Contact Information

[www.dli.mn.gov](http://www.dli.mn.gov)

[DLI.license@state.mn.us](mailto:DLI.license@state.mn.us)

(651) 284-5034 (Licensing)

(651) 284-5069 (Enforcement)

(651) 284-5074 (Contractor Registration)

1-800-657-3944 (Gen. CCLD number)

Fax: (651) 284-5746

443 Lafayette Road N.

St. Paul, MN 55155

Questions?