

ROCHESTER



Minnesota

Office of the City Clerk

SEWER & DRAIN LICENSE NEW & RENEWAL APPLICATION

Rochester Code of Ordinances [Chapter 12-2](#) applies to Supervision and control of sewers, and requires anyone desiring to make a connection with any public sewer to obtain a license to do so from the City.

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. Required fees must be paid at the time an application is submitted.

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*):
 - 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 a 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 it acknowledges and incorporates Rochester Code of Ordinances Chapter 12-2-8 (c).*
- 4.** Proof of \$25,000 State Plumbing Code compliance bond (does not require original bond, but must provide proof of current bond)
- 5.** Proof of worker's compensation insurance as required by Minn. Stat. §176.182, unless applicant is exempt from the requirement.
- 6.** 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)

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

- 7.** Review of the application by the City Clerk's Office to ensure completeness
- 8.** Approval as to form of the \$10,000 performance bond by the City Attorney
- 9.** Review of the application by staff in Public Works to make a recommendation to the Council on the license
- 10.** 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

11. Approval of the license application by the City Council

12. 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.

Licenses run on the calendar year, expiring on Dec. 31, and are not prorated.

Calendar Year Applying for:

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?

YES 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?

YES NO

STEP 1. APPLICANT INFORMATION

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: <input type="checkbox"/> Mailing Address <input type="checkbox"/> Email <input type="checkbox"/> Business Address		13. Role of person completing application: <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 (if different than above)

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. Email Address		21. 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

22. Business Federal Tax ID Number		23. Business State Tax ID Number		
24. Entity license will be issued to (Legal Corporate Name of Business including LLC, Inc., Co., etc., or, only if sole proprietor, name of individual)		25. Business Trade Name (DBA) if different than legal name		
26. Business Address		27. City	28. State	29. Zip Code

STEP 2. BUSINESS INFORMATION

Additional Business Applicant Information - attach additional sheets if necessary

30. 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 _____	31. Date of Incorporation/ Organization	32. State of Inc./Org
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33. Who is the individual who will have personal supervision of the work done as described in RCO 76.03 subd. 4?

34. What is their address?	35. City	36. State	37. Zip code
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38. What is this person's experience and qualifications for this license?

39. Total number of employees: _____
 40. Number of employees with a "Pipe Layer's Card": _____
 41. Number of employees with "Competent Person Trench Safety" training: _____

42. Number of years of experience in constructing sewer connections: _____
 43. Years of experience in Rochester: _____

44. List Construction Equipment owned or leased by applicant:

45. Are all workers for the applicant familiar with the requirements of Rochester Code of Ordinances Chapter 12-2 (Sanitary Sewage Disposal) and R.C.O Chapter 9-1 (Street & Sidewalk Regulations In General) as they pertain to connections to the public sewer and street openings? YES NO

46. Name of person to be called on weekends, night, and otherwise outside of working hours to take care of emergency work in connection with street openings, lights, and settlement of street openings:

47. What is their address?	48. City	49. State	50. Zip code
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51. Phone Number:

52. Other information relevant to the license application:

STEP 3. BUSINESS DATA

WORKER'S COMPENSATION INSURANCE

Workers' Compensation Company	Policy Number	Dates of Coverage
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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 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 Chapter 12-2 Subd. (c)*
- Proof of current \$25,000 State Plumbing Code Compliance Bond
- 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, or licensee qualifications, if not completed in full in Step 2

INSURANCE AND PERFORMANCE BOND REQUIREMENTS FROM RCO §12-2-8 Subd. c:

No license shall be issued to a person until a certificate of general liability and vehicle liability insurance in an amount not less than \$2,000,000 each occurrence and \$4,000,000 aggregate, and a \$10,000 licensing bond has been filed with the City Clerk. 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 be approved as to form by the City Attorney and shall be conditioned that: (A) the licensee will indemnify and save harmless the City from all suits, accidents and damage that may arise by reason of any opening in any street, alley or public ground, made by the licensee or by those in the licensee's employment for any purpose whatever; (B) the licensee will replace and restore the street or alley over such opening to as good a state and condition as the licensee found it; the licensee will keep guard by day and adequate lights by night and keep and maintain the same in good order, to the satisfaction of the City Engineer; and (C) the licensee shall conform in all respects to the rules and regulations of the Common Council relative thereto, and pay all fines that may be imposed on the licensee by law.

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 between Dec. 1 and 31 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 _____