

### **3800.3530 REQUIREMENTS FOR SECURING AND MAINTAINING CONTRACTOR'S LICENSE.**

Subpart 1. **Information required to be provided by applicants.** In addition to the requirements of Minnesota Statutes, section 326B.33, subdivision 14, an applicant for a contractor's license shall also supply the information described in items A to G:

A. The telephone number, exclusive of answering services, as listed under the applicant's name in telephone directories.

B. The mailing address, and the street address of:

- (1) the owner, if the applicant is a sole proprietorship;
- (2) each partner, if the applicant is a partnership or limited liability partnership;
- (3) each member, if the applicant is a limited liability company;
- (4) the corporate officers, if the applicant is a corporation;
- (5) the primary location from which the contracting business is conducted;
- (6) the registered office or registered agent of the corporation or limited liability company, or the specified office or specified agent of the limited liability partnership when the company is located in a state that is not contiguous with Minnesota; and
- (7) each additional location from which the applicant's contracting business is conducted.

C. The Social Security number of each individual, partner, corporate officer, or member as required by Minnesota Statutes, section 270C.72, subdivision 4.

D. Except for an individual or a partnership making application using the individual's or all partners' own full true names as the contractor name, a copy of the certificate of assumed name or a copy of the certificate of good standing issued by the Office of the Secretary of State.

E. The applicant's Minnesota business identification number and federal employer identification number, unless the applicant has no employees, does not make taxable sales or leases, does not perform taxable services, and is either a sole proprietor or a one-member limited liability company. Instead of a Minnesota business identification number, the applicant may provide a statement from the Minnesota Department of Revenue that the applicant is not required to have a Minnesota business identification number.

F. When the applicant has employees, the applicant's worker's compensation insurance account number and unemployment insurance account number. A worker's compensation insurance account number is not required for an applicant who only employs individuals excluded under Minnesota Statutes, section 176.041. An applicant

not providing worker's compensation insurance must provide an affidavit that Minnesota Statutes, section 176.041, does not require worker's compensation insurance for the applicant's employees.

G. A certificate of master electrician or power limited technician identifying the licensed individual responsible for the contractor's license as required by part 3800.3540.

Subp. 2. [Repealed, 29 SR 947]

Subp. 3. [Repealed, 29 SR 947]

Subp. 4. **Duty to keep information current.** All of the information required by this part must be kept current. Licensees shall notify the department within 30 days of any changes in the required information.

**Statutory Authority:** *MS s 326.241; 326B.32*

**History:** *14 SR 518; L 1997 c 66 s 80; L 1999 c 107 s 66; L 2000 c 343 s 4; 29 SR 947; L 2005 c 151 art 1 s 116; L 2007 c 140 art 5 s 32; art 13 s 4; 34 SR 473*

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