

Residential Building Contractor / Remodeler License Renewals for 2010

Renewal Schedule

Notices Posted Online: January 15, 2010
Timely Renewal Deadline: March 1, 2010
Licenses Expiration Date: March 31, 2010

LICENSE MUST BE RENEWED BY MARCH 31, 2010. Plan 5 weeks for renewal processing by DLI.

Depositing of a license fee means the fee was received. It does not mean a license was granted, reinstated, or renewed.

All license renewal applications are processed in the order received. There are no exceptions.

With up to 15,000 residential contractor licenses to be renewed by March 31st, this rule is essential to ensure fair, timely processing of all license renewal applications. Telephone calls asking about the status of a renewal application (whether it was received or done correctly) prevent DLI from quickly reviewing and approving applications, and getting back to those contractors with incomplete renewals. Please give us at least FIVE (5) WEEKS to process the renewal. Include your License # and business name on the e-mail Subject Line if sending an e-mail to dli.license@state.mn.us. E-mails without may not get a response.

In order to renew your license, you must submit a check or money order for the appropriate license fee made payable to Department of Labor and Industry and the following documents:

1. **License Renewal Application Form.** A 2010 license renewal application form signed by the Qualifying Person.
2. **Business Registration.** Copy of your business entity status, which may be obtained online at Minnesota Secretary of State by entering your business name.
3. **Liability Insurance.** A completed DLI Certificate of Liability Insurance (ACORD forms will not be accepted).
4. **Work Comp Certificate.** A completed Certificate of Compliance with Minnesota's Workers Compensation Law.
5. **CE Certificate(s).** Copies of Qualifying Person's signed Continuing Education Course Completion Certificate(s).
6. **Fee Payment.** Enclose correct fee payment (check or money order) from Fee Schedule on renewal form.
DLI DOES NOT ACCEPT CASH BY MAIL OR WALK-IN.

Ownership or Business Structure Change (i.e., individual proprietor to LLC or corporation)

You may not use the renewal form if you changed the organizational structure of the licensed business (for example: sole proprietor to LLC or corporation; corporation to LLC, partnership to LLP). You must submit a new license application with applicable fees. The application forms may be found at www.dli.mn.gov/ccld/forms.asp.

Business Entity Status (Mandatory)

Verify that your business entity registration is up-to-date and attach a copy of your 2010 registration status, which may be obtained online from the Minnesota Secretary of State by entering your business name. **NOTE:** This is not required for an individual/sole proprietor or partnership if the full legal first and last names of the individual or all partners are included in the assumed (dba) name. Contact the Office of the Minnesota Secretary of State at www.sos.state.mn.us or 651.296.2803 if you have questions about registration or filing requirements.

Continuing Education Course Completion Certificates (Mandatory)

Attach copy of signed Qualifying Person's 7-hours Continuing Education Course Completion Certificate(s).

Liability Insurance Certificate / Workers Compensation Certificate of Compliance (Required)

The DLI Certificate of Insurance and Workers Compensation Certificate of Compliance must be received with your renewal application. All license renewal applications received without the completed certificates will not be processed. Forms are available online at www.dli.mn.gov/ccld/forms.asp.

Submit License Renewal by March 1st and Avoid Delays

Submit your renewal application as early as possible to avoid delays in processing. A license renewal application is considered timely only if complete and received by DLI by March 1st. Any contractor, by law, who fails to submit a complete timely renewal application by March 1st that has not been renewed by March 31st is unlicensed until the license has actually been issued. **Incomplete renewal applications received by DLI are not "properly and timely filed" and will be returned to the contractor to be completed. A cashed check does not constitute being licensed. All statutory requirements must be fulfilled before a license may be issued or renewed.**

**PLAN FIVE (5) WEEKS TO PROCESS A RENEWAL APPLICATION IF SUBMITTED IN MARCH AND APRIL.
PROCESSING TIME IS DICTATED BY DATE RECEIVED, RENEWAL COMPLETENESS, AND DLI WORK VOLUME.**