

City of Austin



500 Fourth Avenue NE
Austin, Minnesota 55912-3773
507-437-9940
www.ci.austin.mn.us

Concrete License

NEW LICENSE REQUIREMENTS

- General License Application Form
- Regulations for concrete work in city right-of-way – signed by applicant and *assistant city engineer*
 - *Contact Mitch Wenum, 437-9945 to review rules*
- Certificate of Liability Insurance for license year (25/50/25)
- Bond certificate in the amount of \$1,000.00
- \$10 application fee
- \$50 annual fee. May be pro-rated. \$25 minimum.

OFFICE USE ONLY

License No. _____

Date: _____

Receipt No. _____



City of Austin
General Application for License
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New License

Renewal

Transfer

SECTION A

License Type:

Fee:

SECTION B

Applicant Name:

Type of License:

Individual Owner Corporation Partnership *(Corporations and partnerships must complete Section C)*

Business Name:

Business Phone Number:

DBA:

DBA Address:

City:

State:

Zip:

Correspondence Mailed To:

Corporate DBA

SECTION C: *Corporations and partnerships must complete this section.*

Corporate Name:

Corporate Phone Number:

Corporate Address:

City:

State:

Zip:

Name:

Title:

Address:

City:

State:

ZIP:

Name:

Title:

Address:

City:

State:

ZIP:

SECTION D – Tax Identification Information

Pursuant to Minnesota Statute 270C.72, the licensing authority is required to provide to the Minnesota Commissioner Revenue your Minnesota business tax identification number and the social security number of each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding use of this information:

- This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- Upon receiving this information, the City of Austin will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service/
- **Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.**

Applicant's Name (Last, First, MI)	Social Security Number		
Home Address	City	State	ZIP
Minnesota Business ID Number:	Federal Tax ID Number:		

If Minnesota Tax Identification is not required, please explain:

SECTION E: Certification of Compliance – Minnesota Workers' Compensation Law

Minnesota Statute 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 MSS Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

Insurance Company Name (not the agent):	Policy Number:
Dates of Coverage. _____ to _____	

OR

I am not required to have workers' compensation liability coverage because:

- I have no employees
- I am self-insured (include permit to self-insure)
- I have no employees who are covered by the workers' compensation law (these include spouse, parents, children, and certain farm employees)

Government Data Practices Act: The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. Some of the data will be classified as public data if and when the license is granted. Private financial information including tax identification numbers and social security numbers are classified as private data and will be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

 SIGNATURE

 POSITION

 DATE SIGNED

City of Austin
500 Fourth Avenue N.E
Austin, Minnesota 55912-3773



Steven J. Lang
City Engineer/Director of Public Works
Phone: 507-437-9950
Fax: 507-437-7101
slang@ci.austin.mn.us

Please sign and return with your license application acknowledging you have read and understand the regulations. You must then meet with the Assistant City Engineer to discuss the Concrete License rules and regulations before the license becomes valid.

CONCRETE LICENSE RULES & REGULATIONS

Each person holding a concrete license for the City shall provide himself/herself with a metal stamp showing the name of the licensee and the year that the work is done. Any concrete work constructed by the licensee shall be plainly marked with the stamp at least once every fifty lineal feet of concrete work. Patch work or irregular work shall be stamped as required by the City Engineer. No trade name shall be permitted on these stamps.

REGULATIONS FOR CONCRETE WORK WITHIN CITY STREET RIGHT-OF-WAY IN ACCORDANCE WITH CITY ORDINANCE AND LICENSING REQUIREMENTS

1. General Specifications for Concrete Work in City Streets

The contractor shall contact the City of Austin Engineering Department, prior to pouring concrete, for an inspection. Call the Engineering office at (507) 437-9950 to schedule an inspection. Please give an approximate 4-hour notice prior to needing the inspection. We will also mark the removal limits with the contractor, if interested.

Pouring Times: The City of Austin does not allow any concrete to be poured within the City ROW prior to road restrictions being lifted in the spring; this usually occurs around mid-May. The City of Austin does not allow any concrete to be poured after frost has begun to develop in the sub-grade; this usually occurs around mid-November. These dates may vary slightly each year so contact the Engineering Department if you plan to do work early or late in the season to verify availability. All concrete placed in the roadway shall be **high-early** concrete and fly ash shall be removed from concrete poured after October 1 of each year. When air temperatures begin to fall, concrete shall be protected/covered in order to maintain a minimum 40° surface temperature for 7 days to allow for proper curing. The contractor shall protect the concrete according to the weather conditions. The contractor will also be responsible for protecting the concrete from pedestrian and vehicle damage. All concrete shall be sprayed with a white pigmented cure to prevent excessive surface drying.

Mix Design: All concrete mix designs shall have a minimum compressive strength of **4,000 psi**.

The contractor shall temporarily patch with asphalt any removals performed in the winter until the permanent replacement can be done in the spring. Any street patches impacting the entire width of the road shall be complete one half at a time to maintain traffic.

Any deviations from these specifications shall be a violation of City licensing.

2. Concrete Pavement, Curb & Gutter, Drives, and Sidewalks

A. Concrete Pavement

Concrete pavement shall be sawed full depth, in a square or rectangular shape. Any chipped edges or cracks shall be sawed back and removed. The base shall be graded flat with aggregate. The patch shall match the thickness of the adjacent existing concrete pavement. ½” reinforcing bars, 12” long, shall be installed 2’ on center around the perimeter of the patch. Larger rebar may be required on designated truck

routes; check with the Engineering Department if you are working in a high truck area. The contractor shall protect the concrete according to weather conditions.

B. Concrete Curb & Gutter

Concrete curb & gutter shall be sawed full depth, with the minimum curb size being 3' in length. If you are within 2.9' of a joint, carry the removal to the nearest joint. Any chipped edges or cracks shall be sawed back and removed. The base shall be graded flat with aggregate. Two 1/2" rebar, 12" long, shall be installed in the existing curb & gutter. This will tie the new and old curb together at the construction joint. Grade stakes shall be placed in the curb flow line to verify a uniform and consistent grade. Maximum curb indrive widths: Residential – 24', Commercial – 32'.

C. Concrete Sill

A concrete sill will be required to be placed on any curb and gutter section that abuts a sidewalk. This concrete sill provides an area for the sidewalk to be supported. The concrete sill shall be attached to the curb using 6-inch length, #4 rebar drilled into the curb every 2 ft.

D. Concrete Indrive

Concrete indrive shall be sawed full depth, in a square or rectangular shape. Any chipped edges or cracks shall be sawed back and removed. The base shall be graded flat with aggregate. The indrive shall be a minimum 6" thick. A 1/2" expansion joint shall be place at the back of curb and sidewalk line. Maximum indrive width at the curb: Residential – 24', Commercial – 32'.

E. Concrete Sidewalk

Concrete sidewalk shall be sawed full depth, with joints perpendicular to the road centerline. Any chipped edges or cracks shall be sawed back and removed. The base shall be graded flat with aggregate. Two 1/2" reinforcing bars, 12" long, shall be installed in the adjacent sidewalk panels. This will tie the new and old sidewalk sections together at the construction joint. Standard sidewalk shall be poured a minimum 4" thick. Where sidewalk doubles as indrive, the sidewalk shall be a minimum 6" thick.

F. Utility Potholes/Pavement Cores (less than 8" in diameter)

The utility exploration hole shall be slowly backfilled with granular material, while being continuously tamped with a rod to eliminate voids. The surface core shall be filled with a concrete bag mix, 3U18. The concrete mixture shall be mixed onsite. The core hole shall be filled to a minimum depth of 8", continuously tamped with a rod to eliminate voids and struck off flush at the surface.

3. Traffic Control Devices

Traffic control devices such as barricades and barrels shall have reflectorized sheeting in good condition. Advance warning signs shall be placed in order to warn the traveling public of work in the roadway. A minimum of two battery-operated flashers shall be placed on barricades placed in the street. Reflectorized barrels shall be used where diversion of traffic is necessary. The contractor shall replace any traffic control devices not deemed satisfactory by the City Engineer. Any removals left open overnight shall be fenced, barricaded, coned, and lighted to divert traffic safely around the excavation or patch.

4. Restoration

Turf restoration adjacent to the surface replacement shall be the contractor's responsibility. Restoration material shall be clean dirt topped with seed or use the appropriate material to match the existing condition. The backfill shall be compacted to prevent future settlement.

CONTRACTOR ACKNOWLEDGEMENT

I have read and understand these regulations pertaining to excavating, backfilling, and concrete placement in City street right-of-way and agree to abide by these regulations as a condition of licensure. I acknowledge that failure to comply with these regulations jeopardizes my license to perform such work within the right-of-way.

Contractor Signature

Date

I have met with the Contractor to discuss the Concrete License rules and regulations.

Assistant City Engineer

Date