

City of Austin



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

TREE SERVICE LICENSE

NEW LICENSE REQUIREMENTS

- General Application for License
- *Copy of State of MN Tree Care Registry Certificate
- Certificate of Liability Insurance (100/300/25)
- \$10 application fee
- \$75 annual fee – Pro-rated to \$40 minimum
- Certificate of Compliance for Workers' Compensation

***State Registry Contact**

A City of Austin Tree Service License requires a certificate of registration from the Minnesota Department of Agriculture. See contact information below.

Minnesota Department of Agriculture

625 Robert Street North
Saint Paul, MN 55155-2538
Phone: 651-201-6000
Toll Free: 800-967-2474

<https://www.mda.state.mn.us/tree-care-registry>

OFFICE USE ONLY

Receipt No. _____

Date: _____

iWorq Entry: _____



City of Austin
General Application for License

City of Austin ♦ 500 4th Avenue NE
Austin, MN 55912

507-437-9940

www.ci.austin.mn.us

Submit to licensing@ci.austin.mn.us

New License ☐

Renewal ☐

Transfer ☐

SECTION A. License Information

License Type: _____

Fee: _____

SECTION B. Applicant Information

Applicant Name: _____

Type of License:

☐ Individual Owner ☐ LLC ☐ Corporation ☐ Partnership *(Corporations, LLCs and partnerships must complete Section C)*

Business Name: _____

Business Phone Number: _____

DBA: _____

DBA Address: _____

City: _____

State: _____

Zip: _____

E-mail Address for licensing correspondence: _____

SECTION C: Corporations, LLCs and partnerships must complete this section.

Corporate Name: _____

Corporate Phone Number: _____

Corporate Address: _____

City: _____

State: _____

Zip: _____

Officer Name: _____

Title: _____

Address: _____

City: _____

State: _____

ZIP: _____

Officer 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
Business Name			
Business Address	City	State	ZIP
Minnesota Business Tax ID Number	Federal Tax ID Number		

SECTION E. Certification of Compliance for Minnesota Workers' Compensation

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: <input type="checkbox"/> I have no employees <input type="checkbox"/> I am self-insured (include permit to self-insure) <input type="checkbox"/> 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