



City of White Bear Lake
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LICENSING REQUIREMENTS

This is a summary of the licensing requirements for each permit type issued in White Bear Lake and Mahtomedi.

Building Permits (Residential):

- Contractors must be licensed in the State of Minnesota if performing more than one single skill (*this does not apply to roofing – License always required for roofing*). Minnesota State license number must be provided on permit application. (See skill categories attached).
- Contractors working on a structure built prior to 1978 are required to provide their Lead Certification Number (see permit application for exceptions.)
- Property owners may perform building related trades on property they own. Property owners may perform mechanical trades, such as plumbing, heating & electrical on property they own and occupy, otherwise a licensed contractor is required. Property owners doing their own work will be required to sign the Property Owner Waiver acknowledging their responsibilities to the Minnesota State Building Code, to Zoning Ordinances and to other applicable rules and regulation when they are acting as general contractor.
- Rental property owners may perform building trade work. However, all plumbing, HVAC and electrical work on rental property shall be performed by a licensed contractor.
- Property owners renovating dwellings with the intent to sell must be state licensed if performing work on more than one property in a two-year period.

State of Minnesota Residential License Types:

BC=Residential Building Contractor / CR=Residential Remodeler / RR=Residential Roofer

Note: IR=Contractor Registration is NOT a valid license / QB=Qualified Builder is NOT a valid license (the company must be licensed)

Building Permits (Commercial):

All commercial projects require White Bear Lake Class I Commercial General Contractor license. City licenses expire every year on December 31st. Along with the application, you will need to provide your company's certificate of insurance with White Bear Lake listed as certificate holder. The license fee is \$120.00 and valid from January 1 – December 31 (fee is prorated to \$75.00 after July 1).

Electrical (Residential & Commercial):

- Electrical Contractors are required to be licensed with the State of Minnesota.
- Single-family dwellings that are owner occupied and not for sale may be wired by an electrical contractor or a homeowner that resides in the dwelling. Homeowners obtaining permits for electrical work must own and occupy the dwelling and personally perform the work.
- Electrical work on a rental property or a home with the intent to be sold must be performed by a licensed electrician.

Important information regarding Homeowners and Electrical Permits from the MN Department of Labor:

When an owner files a Request for Electrical Inspection form and inspection fees with the Board of Electricity or other electrical inspection authority, that person is signing an affidavit that they *own and occupy* the residence and that they *personally and physically* will perform all of the electrical work, including the laying out of such work.

Minnesota Statute 326.01, Subd. 6e: *An **owner** is a natural person who physically performs electrical work on premises the person owns and actually occupies as a residence or owns and will occupy as a residence upon completion of construction.*

It is illegal for an owner to install electrical wiring in mobile home, recreational vehicle parks, or on property that is rented, leased, or occupied by others. It also violates licensing laws for a homeowner to obtain a permit and have a “friend” help them with wiring. If the friend is a licensed Electrical Contractor, they will need to file for the permit.

State of Minnesota License Types:

EA = Class A Electrical Contractor / TS = Technology System Contractor

Mechanical (Residential & Commercial):

- Mechanical contractors are required to have a Mechanical Bond with the State of Minnesota **and** obtain a Class II Mechanical License in the White Bear Lake or Mahtomedi, pending where the job is located.
 - ✓ City of White Bear Lake (\$45 and valid January 1 – December 31 (prorated to \$35 after July 1).
 - ✓ City of Mahtomedi (\$45 and valid for one year from issue date).
- Property owners may perform mechanical work on property they own and occupy. Property owners will be required to sign the Property Owner Waiver acknowledging their responsibilities to the Minnesota State Building Code, to Zoning Ordinances and to other applicable rules and regulation when they are acting as general contractor.
- Mechanical work performed on rental property, commercial property or property other than a personal residence, shall be performed by a licensed mechanical contractor.

State of Minnesota License Types:

MB=Mechanical Contractor Bond (required to pull a city mechanical license)

Plumbing (Residential):

- Plumbing contractors are required to hold a license with the State of Minnesota & provide their company license number. Permits may only be issued to *companies* licensed in the State of Minnesota, not individuals.
- Property owners may perform plumbing work on property they own and occupy. Property owners will be required to sign the Property Owner Waiver acknowledging their responsibilities to the Minnesota State Building Code, to Zoning Ordinances and to other applicable rules and regulation when they are acting as general contractor.
- Plumbing work performed on rental property, commercial property or property other than a personal residence shall be performed by a licensed plumbing contractor.
- **Note:** Plumbing Contractors performing any gas piping as part of their plumbing permit are required to hold a Mechanical Bond with the State of Minnesota. Mechanical work outside of a gas line but be on a mechanical permit.

State of Minnesota License Types: PC=Plumbing Contractor / WC=Water Conditioning Contractor

Plumbing (Commercial):

- Plumbing contractors are required to hold a license with the State of Minnesota & provide their company license number. Permits may only be issued to companies licensed in the State of Minnesota, not individuals.
- *Commercial Plumbing Projects:* The Minnesota Department of Labor and Industry reviews proposed plumbing projects to ensure compliance with the Minnesota Plumbing Code (Minnesota Rules Chapter 4714). Plumbing plans and a fee must be submitted for modification or installation of all plumbing systems that serve the public. This includes, but is not limited to, restaurants, grocery stores, department stores, offices, warehouses, churches, hospitals, nursing homes, assisted living facilities and housing with five units or more (excluding townhomes built to the International Residential Code (IRC) with individual water and sewer services to each dwelling unit). The fees for plan review are required by Minnesota Statutes 326B.49 Subd. 2.

Minnesota Department of Labor and Industry – Plumbing Plan Review:

<http://www.doli.state.mn.us/business/get-licenses-and-permits/plumbing-plan-review>

Minnesota Department of Labor and Industry FAQ:

<http://www.doli.state.mn.us/business/get-licenses-and-permits/plumbing-plan-review-frequently-asked-questions>

State of Minnesota License Types:

PC=Plumbing Contractor / WC=Water Conditioning Contractor

Sewer and Water (Residential & Commercial):

- The Minnesota Pollution Control Agency (MPCA) licenses contractors who install subsurface sewage treatment systems (SSTS).
- **Contractors licensed by MPCA no longer need to file a pipe-laying bond with DLI.** They will file their bond with MPCA only.
- If you are licensed by MPCA, do **not** renew your bond with DLI.
- Contractors who install building water and sewer piping, **but do not work on SSTSs**, are still required to maintain a pipe-laying bond with DLI.
- Company holding a plumbing contractor license

State of Minnesota License Types:

PB=Pipelaying Bond / PC=Plumbing Contractor

Fire Suppression (Residential & Commercial):

The State Fire Marshal Division issues the following licenses and certificates for residential sprinkler system installations:

- Fire protection contractor license (this license will denote if a company may work on residential, commercial or both)
- Multipurpose potable water piping system contractor's license
- Multipurpose potable water piping system installer certificate
- Journeyman sprinkler fitter certificate

Tree Trimming:

Tree Trimmers are required to obtain a Class II Tree Trimmer License in the City of White Bear Lake. The license fee is \$45.00 and valid from January 1st – December 31st (fee is prorated to \$35 after July 1st). 2/2022

Special Skill Areas: A contractor who provides services in more than one special skill area must be licensed. Specialty contractors who provide only one “special skill” are not required to have a state license (except residential roofers).

Excavation

- excavation
- trenching
- grading
- site grading

Masonry/concrete

- drain systems
- poured walls
- slabs and poured-in-place footings
- masonry walls
- masonry fireplaces
- masonry veneer
- water resistance and waterproofing

Carpentry

- rough carpentry
- finish carpentry
- doors, windows and skylights
- porches and decks (excluding concrete footings)
- wood foundations
- drywall installation (excluding taping and finishing)

Interior finishing

- floor covering
- wood floors
- cabinet and countertop installation
- insulation and vapor barriers
- interior or exterior painting
- ceramic, marble and quarry tile
- wallpapering
- ornamental guardrail and installation of prefabricated stairs

Exterior finishing

- siding
- soffit, fascia and trim
- exterior plaster and stucco
- painting
- rain carrying systems, including gutters and down spouts

Drywall and plaster

- installation
- taping
- finishing
- interior plaster
- painting
- wallpapering

Roofing *LICENSE IS REQUIRED

- roof coverings
- roof sheathing
- roof weatherproofing and insulation
- repair of roof support system, but not construction of new roof support system

General installation specialties

- garage doors and openers
- pools, spas and hot tubs
- fireplaces and wood stoves
- asphalt paving and seal coating
- exterior plaster and stucco
- ornamental guardrail and prefabricated stairs



“Minor Remodel” PLUMBING Plan Review Checklist

The purpose of this checklist is to provide guidance to determine if a proposed project may be considered “Minor Remodel” in areas where DLI performs plan review. “Minor Remodel” must be five or fewer standard plumbing fixtures in *non-licensed facilities and must have prior approval by the Administrative Authority*. To qualify for “Minor Remodel,” ALL boxes in Part A and Part B must be checked “no.”

Instructions:

If you answer “yes” to any of the questions below, STOP and submit complete plumbing plans to DLI for review and approval prior to installation. The proposed work does not qualify.

Part A. Facility Licensure:

- yes no 1. Is the proposed work in a state licensed healthcare facility or state correctional facility?
yes no 2. Is the proposed work in a commercial kitchen; licensed facility serving food and/or beverage service or food preparation area; or in agricultural licensed food processing/food manufacturing facility; or similar licensure?

Examples are: convenience stores, fast food and commercial restaurants, continental breakfast areas, bars, coffee shops, bed and breakfast, wineries serving the public, grocery stores, delis, etc.

Part B. Scope of Minor Remodel:

- yes no 3. Scope of work is MORE than 5 plumbing fixtures?
yes no 4. Consist of new water and/or sewer services?
yes no 5. Has the plumbing been installed or completed?
yes no 6. Is the proposed plumbing work for a new building?
yes no 7. Includes water softener or a water treatment installation?
yes no 8. Includes a new water heater with capacity greater than 6 gallons?
yes no 9. Includes a flammable, grease, or any other interceptor?
yes no 10. Include any fixtures connecting to a chemical waste system or acid neutralization tank?
yes no 11. Scope includes alternate materials, fixtures or methods?
yes no 12. Installation or modification of any stormwater piping or roof drains?
yes no 13. Installation any equipment that will require a pressure or atmospheric vacuum breaker, or a reduced zone pressure (RPZ) backflow preventer on the water supply line?
yes no 14. Includes any outside plumbing such water and sewer service connections?
yes no 15. Includes nonconventional venting such as combination waste and vent system?
yes no 16. Includes a bathtub, combination shower/tub, whirlpool tub, salon sink, or pedicure spa tub?
yes no 17. Includes nonwater urinal?
yes no 18. Includes a sump pump or a macerating toilet system?
yes no 19. Includes a hand sink, three-compartment sink, or food prep sink?
yes no 20. Unsure if the work may qualify or not?

If you answer “no” to ALL questions in both A and B, you may contact the proper administrative authority for their approval then proceed to fill out the required plumbing permit application.

For more information on minor remodel, visit:

<http://www.dli.mn.gov/CCLD/PlanPlumbingFAQ.asp> http://www.dli.mn.gov/CCLD/PlanPlumbingFAQ.asp#minor_remodel