

**Office Use Only**

Date Received: _____

Staff Receiving: _____

Application Number: _____

SIGN INSTALLERS LICENSE NEW & RENEWAL APPLICATION

Rochester Code of Ordinances [Chapter 5-8](#) applies to licenses for erecting and maintaining signs, and requires anyone engaging in the business of sign or outdoor advertising by erecting or maintaining signs to be licensed to do so by the City.

Licenses must be renewed every year, with the license period running from January 1 through December 31. Required fees must be paid at the time an application is submitted. An application is typically processed within 30 days.

Instead of sending in this form, applications can be submitted online through the Accela Citizen Access portal. See the following instructions:

Register Public User Account (video): <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=761310>

Applying for a New License (PDF): <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=1210117>

Submitting a License Renewal (PDF): <https://www.rochestermn.gov/Home/ShowDocument?id=25701>

CHECKLIST

REQUIRED ITEMS THAT MUST BE SUBMITTED WHEN APPLICATION IS SUBMITTED

1. Fully complete all parts of the application and submit **ALL** pages including this checklist (*Every question must be answered – write 'N/A' or 'not applicable' if necessary, on any questions*)
 - License Application must be signed by the applicant or an owner/applicant/officer
2. License fee of \$90 submitted with the application
 - License fees are not prorated regardless of when issued during the calendar year.
 - Renewal applications not submitted by Dec. 31 will incur a 50% expired license fee.
 - An expedited license processing fee of \$50 is available for expedited licenses. These are licenses that can be issued within 72 hours of application processing, if this is requested on the application.
 - An administrative fee of \$25 will be charged for new applications submitted in lieu of renewals.
 - All fees are non-refundable, except in the case where the applicant chooses to withdraw their application within 14 days of submission.
3. \$1,000 City Performance bond filed with the City of Rochester with sureties to be approved by the City Attorney
 - The bond must be signed by the principal.
 - We **DO NOT** accept riders or continuation certificates.
 - Renewals of City Performance bonds should run Jan 1 - Dec 31. New City performance bonds should run from the date of issuance until Dec. 31 of that calendar year.
 - **OR** – a copy of Minnesota Sign Contractor Compliance bond pursuant to Minn. Stat. §326B.865. Please make sure the bond has been properly filed with Minnesota Department of Labor and Industry:
<http://ims.dli.mn.gov/ims>
4. Proof of worker's compensation insurance as required by Minn. Stat. §176.182, unless applicant is exempt from the requirement. Please make sure the certificate includes the following information.
 - **Certificate holder: City of Rochester, 201 4th St SE, Rochester, MN 55904**
 - **Correct business name, business structure, and business address**
5. If this is not a sole proprietorship, ensure that the business is [registered with the Minnesota Secretary of State](#)

Fill in all blanks. Write N/A if a question is not applicable.

* If you are applying after October 1 for the current year, would you also like to apply to renew this license for the following year at the same time?

- ☐ Yes- If yes, one application can be submitted, but you will need to pay the license fee for each year
☐ No

* Is this a renewal of an existing or previous license with the City of Rochester?

- ☐ Yes
☐ No

* Are you requesting an expedited review of the application?

- ☐ Yes— If yes, we will strive to issue within 72 hours. Should this occur, a \$50 fee will apply.
☐ No

STEP 1. LICENSE APPLICANT INFORMATION

Information about who is completing this application for the business

1. First Name		2. Last Name	
3. Primary Phone Number	4. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number	6. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
7. Email Address			
8. Mailing Address	9. City	10. State	11. Zip Code
12. Please send official notices relating to this license to: ☐ Mailing Address ☐ Email ☐ Business Address		13. Role of person completing application: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other _____	

Information about primary point of contact for this license

14. First Name		15. Last Name	
16. Primary Phone Number	17. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	18. Alternate Phone Number	19. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
20. What Is Your Preferred Spoken Language?		21. What Is Your Preferred Written Language?	
22. Do you need an interpreter? ☐ Yes ☐ No			
23. Email Address		24. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other _____	

License Holder Information			
Provide information about who this license will be issued to			
25. Business Federal Tax ID Number		26. Business State Tax ID Number	
27. Entity license will be issued to (Legal Corporate Name of Business including LLC, Inc., Co., etc., or, <i>only if sole proprietor</i> , name of individual)		28. Business Trade Name (DBA) if different than legal name	
29. Business Address	30. City	31. State	32. Zip Code
STEP 2. BUSINESS INFORMATION			
Additional Business Applicant Information - attach additional sheets if necessary			
33. Type of Ownership: ☐ Sole Proprietor ☐ Corporation ☐ LLC ☐ Partnership ☐ Non-Profit ☐ Other _____		34. Date of Incorporation/ Organization	35. State of Inc./Org
WORKER'S COMPENSATION INSURANCE			
Workers' Compensation Company	Policy Number	Dates of Coverage	
OR: I certify that I am not required to carry workers' compensation insurance because: ☐ I am self-insured. ☐ I am the sole proprietor, and I have no employees. ☐ I have no employees who are covered by workers' compensation law. <i>Only employees who are specifically exempted by statute are not covered by workers' compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is controllable by the employer must be covered.</i>			

STEP 3. NOTIFICATION AND VERIFICATION

Notice of Collection of Private Data

The information collected and required as part of a license application will be used to determine eligibility for a City of Rochester License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Rochester is unable to process this application. Social Security Numbers and Birth Dates are classified as private data and are not available to the public. Access to this data is limited to staff with a business need to determine license eligibility, and to administer and manage the licensing program.

Disclosure of Social Security Number (or Individual Tax ID Number only for individuals without a social security number), and a Minnesota Tax ID Number is required by Minnesota Statutes 270C.72 and may be requested by and released to the Minnesota Commissioner of Revenue.

All other information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license or renewal of an existing business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <https://service.govdelivery.com/accounts/MNROCH/subscriber/new> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS YOUR LICENSE APPLICATION

I, (print name) _____, have read and understand the above information regarding my rights as a subject of government data. I acknowledge I have been provided information about what is required to obtain a business license from the City of Rochester, and how to receive notifications of proposed City ordinances. I agree I will strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Rochester and understand I can review all City ordinances on the city website or in the City Clerk's Office. I certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief, and further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of my business license.

Signature of Applicant _____ Date _____