RESIDENTIAL BUILDING CONTRACTOR/RESIDENTIAL REMODELER LICENSING INFORMATION

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For More Information

Direct all questions and information requests about examinations to:

Experior
1360 Energy Park Drive
St. Paul, MN 55108-5252
Fax: 800.347.9242
TDD User: 800.790.3926
Voice: 800.490.6421
Visit our Web site at www.experioronline.com

Direct all questions about license requirements and applications to:

Minnesota Department of Commerce
85 Seventh Place East, Suite 600
St. Paul, MN 55101-3165
651.296.6319 or 800.657.3978 or
651.296.2488 or 800.657.3602
Visit the Department's Web site at www.commerce.state.mn.us or contact them via e-mail at licensing.commerce@state.mn.us.

PROCESS SUMMARY

- Prepare yourself using the Examination Content Outlines in this Bulletin and study materials that cover the outline topics.
- Read and understand the exam registration, expiration and rescheduling provisions on Page 6 and 7.
- Mail your exam registration(s) at least two weeks before you want to take the exam(s). Submit the correct fees and Examination Registration form to Experior—if incorrect, they cannot be accepted and will be returned.
- Call Experior to schedule your examination, after you have registered.
- Take the exam on the day you have scheduled. Bring proper identification (see "Taking the Examination" on Page 8).
- Complete and mail or deliver the license application form (available from the Department of Commerce) and fees to the Minnesota Department of Commerce, after you have successfully completed your examinations.

A qualifying person who is a managing employee must be regularly employed by the company and actively engaged in the classification of work for which the license is to be obtained.

EXEMPTIONS

The following are not required to obtain a license as a residential building contractor or residential remodeler:

- individuals who offer or contract to provide only one special skill (except residential roofers and manufactured home installers);
- employees of a licensed residential building contractor, residential remodeler, residential roofer or manufactured home installer;
- materials suppliers who do not install or attach the items;
- owners doing work on their own property (not including spec home builders);
- architects or engineers doing work within the scope of their practice;
- plumbers, electricians and mechanical contractors;
- school districts or technical colleges, and
- any person whose gross annual receipts* from residential building contractor activities is less than $15,000**.

*Gross annual receipts are the total amount derived from residential contracting activities, regardless of where the activities are performed, and must not be reduced by cost of goods sold, expenses, losses or any other amount.

**Note: Any person claiming this exemption must obtain a certificate of exemption from the Minnesota Department of Commerce by filing an affidavit stating the person has not nor do they expect to exceed $15,000 in gross annual receipts during the calendar year for which the exemption is requested. Once the person exceeds $15,000, the certificate of exemption must be surrendered immediately and an application for a license must be filed. The exemption certificate must be renewed annually.

ELIGIBILITY

Candidates are eligible to sit for the residential building contractor or the residential remodeler examination if they are at least 18 years of age. The Minnesota Department of Commerce will determine a candidate's eligibility for a license.

Examination Requirements

If you wish to be licensed as a residential building contractor, you must take the Residential Building Contractor (Trade) exam as well as the Business and Law exam.

If you wish to be licensed as a residential remodeler, you must take the Residential Remodeler (Trade) exam and the Business and Law exam.

License requirements include achieving a passing score of at least 70 percent on **both** the Trade and Business and Law examinations. The examinations test an applicant's knowledge of state laws and rules, as well as various aspects of the construction business.

OPEN-BOOK EXAMINATIONS

The Trade portions of the Residential Building Contractor and Residential Remodeler examinations are open-book examinations. You will be provided with a copy of these reference books at the testing center. You will <u>not</u> be allowed to bring your own copy of any reference material into the examination room with you.

Reference books provided at the testing center will be:

- *Uniform Building Code, Volume I,* 1997; and
- *Dwelling Construction Under the Uniform Building Code*, 1997.

Residential Building Contractor and Residential Remodeler Examination Content Outlines

The following outlines describe the content of each of the Minnesota Residential Building Contractor and Residential Remodeler examinations. The outlines are the basis of the examinations. The examination will contain questions on the subjects contained in the outline. The percentages indicate the relative weight assigned to each section of the examination. For example, 10 percent means that five questions will be drawn from the section on a 50-question exam.

Residential Building Contractor Examination

50 questions – Two-hour time limit
Open-Book Exam

(All allowed reference materials are provided at the testing center—do not bring your own materials.)

Sitework **8%**

- Soils
- Geophysical Investigations
- Measurements and Markings
- Excavation
- Grading
- Fill
- Compaction
- Soil Treatment
- Erosion and Sedimentation Control

Concrete **12%**

- General Formwork Knowledge
- Concrete Batching
- Concrete Delivery
- Concrete Placing/Finishing
- Concrete Joints
- Concrete Curing
- Concrete Accessories
- Post-Tensioned Concrete
- Grouts
- Concrete Cutting and Coring
- Steel Reinforcing Bar (REBAR)
- Welded Wire Fabric

Accessories
Masonry Ties
Brick
Concrete Masonry Units (CMUs)
Masonry Fireplaces
Masonry Chimneys

Carpentry **30%**
Framed Stud Walls
Wood Columns
Framed Ceiling Joists
Framed Wood Floors
Framed Roof Rafters
Manufactured Roof Trusses and Joists
Manufactured Floor Trusses
Sheathing
Stairs
Decks and Balconies
Wood Chimneys/Chases
Structural Steel

Thermal, Moisture, and Ventilation **12%**
Vapor (Air) Barriers
Moisture Barriers
Joint Sealers
Heat Transfer Principles
Batt/Roll Insulation
Rigid Insulation
Ventilation
Energy Calculations/Minnesota Energy Code

Doors and Windows **10%**
Installation and Flashing
Glazing Glass
Skylights
Performance Rating

Interior Finishes **12%**
Gypsum Board (Drywall)
Ceramic Tile
Wood Flooring
Preparing Surfaces for Paint
Cabinetry and Countertops
Millwork

Exterior Finishes **10%**
Exterior Insulation and Finish Systems
Stucco
Asphalt/Fiberglass Shingle Roofing
Roofing Accessories
Aluminum Siding
Vinyl Siding
Wood Siding

Safety **10%**
Occupational Health and Environmental Controls
Asbestos
Lead
Walking and Working Surfaces
Confined Space
Electrical Safety
Personal Protective and Life-Saving Equipment
Fire Protection and Prevention
Signs, Signals and Barricades (Accident Provision)
Materials Handling, Storage, Use and Disposal
Tools—Hand and Power
Scaffolding and Conveyors
Excavations
Ladders
Stairways

Associated Trades **4%**
Understand and Supervise Electrical Installation
Understand and Supervise Mechanical (HVAC) Installation
Understand and Supervise Plumbing Installation

References

Uniform Building Code Vol. I, 1997

Dwelling Construction Under the Uniform Building Code, 1997

OSHA for the Construction Industry

Minnesota OSHA, Chapters 5206, 5207, 5210

Carpentry and Building Construction

Contractors Guide to Quality Concrete

Gypsum Construction Handbook

Minnesota Energy Code, Chapters 7670 and 7672

Modern Carpentry

Code of Federal Regulations, Title 29. Part 1926 (OSHA), Feb. 1999

Minnesota Business and Law Examination

50 questions – Two-hour time limit
Closed-Book Exam

Business Management **4%**
Business Organizations
Business Plan

Licensing Laws and Rules **12%**
Jurisdiction Laws and Rules
Licensing
Qualified Person
Warranties

Estimating and Bidding **6%**
Estimating
Bidding
Bid Process

Contracts and Agreements **12%**
Contracts
Contract Rules and Guidelines
Contract Provisions
Contract Modifications
Payments
Breach of Contract

Project Management **8%**
Scheduling
Supervision
Progress Documentation
Coordination
Closeout Procedures

THE EXAMINATION PROCESS

Experior offers a variety of ways for candidates to register for and schedule their exams, to make it as easy as possible for all candidates. Registration and scheduling are two different procedures: registration is choosing the exam and paying for it; scheduling is choosing an appointment and location to take the exam.

Exam Registration and Scheduling Process Summary

- **Registration:** You must first register for your examination(s) by following the exam registration procedures as described below. Express registration is available for an additional fee.
- **Schedule Appointment:** You must call Experior to schedule your examination appointment after you have registered.
- **Testing:** Take the exam on the day you have scheduled. Be sure to bring proper identification.
- **Exam Results:** You will receive your score results immediately upon completion of the exam.

Examination Locations

The Minnesota Department of Commerce has contracted with Experior Assessments™, LLC (Experior) of St. Paul, Minn., to conduct its examination program. Experior provides computerized examinations through a multistate network of testing centers. The Minnesota area Experior testing centers are located in:

- Arden Hills
- Bloomington
- Rochester
- Fargo, N.D.
- Bemidji
- Duluth
- Willmar
- Sioux Falls, S.D.*

These testing centers are available two to six days per week for testing. You may test at any* Experior testing center across the United States. A complete list of Experior testing centers is available by calling 800.490.6421 or by visiting our Web site at www.experioronline.com. All questions and requests for information about examinations should be directed to:

Experior
1360 Energy Park Drive
St. Paul, MN 55108-5252
Fax: 800.347.9242
TDD User: 800.790.3926
Voice: 800.490.6421

*Available after October 1, 2001

Standard Exam Registration Procedures

Complete and mail the Exam Registration Form found on the Minnesota construction page of Experior's Web site, along with the required fees. If the registration form is incorrect, it cannot be accepted and will be returned. Payment may be made by MasterCard or Visa, cashier's check, company check or money order. CASH OR PERSONAL CHECKS ARE NOT ACCEPTED. Please allow two to six days for mail delivery and registration processing. You must then call to schedule your examination appointment. See *Scheduling the Examination* on the following page.

All exam registrations are valid for 90 days from the date processed by Experior and will expire without further notice and your exam fee will be forfeited.

FEES AND REFUNDS

ALL REGISTRATION AND EXPRESS FEES ARE NONREFUNDABLE AND NONTRANSFERABLE.

Express Exam Registration Procedures For an Additional Fee

BY PHONE

For an additional $5 fee, you may expedite your exam registration and scheduling via phone. For phone registration, call Experior at 800.490.6421 and a Candidate Support Specialist will assist you. You will need the information asked for on the Exam Registration Form, along with your Visa or MasterCard information.

BY FAX

For fax registration, complete the Exam Registration Form, including your Visa or MasterCard information, and fax it to Experior at 800.347.9242. If the registration form is incorrect, it cannot be accepted and will be returned. Fax registrations require an additional $5 and are processed within 24 hours or one business day. You must then call to schedule your exam appointment (see below).

BY WALK-IN

Walk-in testing is possible on a space-available basis. If you have not already registered, the testing center will assist you in processing an express registration for an additional $5 fee. Exam fees and the express registration fee must be paid with MasterCard or Visa at the testing center. Since seating is limited, it is recommended that an exam appointment be made in advance.

All exam registrations are valid for 90 days from the date processed by Experior and will expire without further notice and your exam fee will be forfeited.

FEES AND REFUNDS

ALL REGISTRATION AND EXPRESS FEES ARE NONREFUNDABLE AND NONTRANSFERABLE.

Minnesota Statutes Reference. The Business and Law examinations contain sections on **Minnesota** statutes. In addition to the study material, you may wish to consult the latest Minnesota statutes and rules, which are generally available at any public library, law library or on the state's Web site at www.leg.state.mn.us.

Taking the Examination

From July 1, 2001, through September 30, 2001, your examination will be administered via paper-pencil in the Minnesota Experior testing centers as well as Fargo, N.D.

Beginning October 1, 2001, examination(s) will be given by computer at any Experior testing center nationwide. You do not need any computer experience or typing skills to take this examination. You will have a personalized introduction to the testing system and an introductory lesson, which takes place on the computer, before you start your test.

You should arrive at least 15 minutes before your scheduled examination appointment in order to verify your identification, have your photo taken and allow time for you to sign in.

You must present two valid forms of identification before you may test, and at least one must meet all of the following criteria:

- current, valid and government-issued photo identification (driver's license, state-issued identification card or military identification);
- the name on the government-issued photo identification must be the same as the name used to register for the examination (including designations such as "Jr." or "III," etc.); and
- must have a current photo and your signature.

FAILURE TO PROVIDE APPROPRIATE IDENTIFICATION AT THE TIME OF THE EXAMINATION IS CONSIDERED A MISSED APPOINTMENT. If you cannot provide the identification as listed above, contact Experior before scheduling your exam appointment to arrange for an alternative form of meeting this requirement.

SECURITY PROCEDURES

The following security procedures will apply during the examination(s):

- no cameras, notes, tape recorders, pagers or cellular phones are allowed in the testing room;
- no programmable calculators are permitted;
- no reference materials may be brought in to the testing center; all required materials for open-book exams will be provided by the Proctor at the testing center for your use;
- no guests, visitors or family members are allowed in the testing or reception areas; and
- no valuables or other personal items should be brought to the testing center. Experior is not responsible for items left in the reception area.

FAILURE TO FOLLOW ANY OF THESE SECURITY PROCEDURES MAY RESULT IN THE DISQUALIFICATION OF YOUR EXAMINATION. EXPERIOR RESERVES THE RIGHT TO VIDEOTAPE ANY EXAMINATION SESSION.

Copyrighted Exam Questions

All test questions are the copyrighted property of Experior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a $250,000 fine for criminal violations.

Sample Questions

The questions that will appear on your licensing examination are multiple-choice and give you four options from which to choose your answer. The examination will contain questions with three different multiple-choice formats. A sample of each format is shown below. *An asterisk (*) indicates the correct answer.*

FORMAT 1—DIRECT QUESTION

Which of the following saws is used for making straight angle cuts on moldings?

1. Keyhole
2. Coping
* 3. Miter
4. Hack

FORMAT 2—INCOMPLETE SENTENCE

The quarterly report of withheld taxes and FICA taxes for the period starting April 1 and ending June 30 is due

1 June 30.
2. at the end of each month.
* 3. July 31.
4. 15 days after the close of the quarter, or July 15.

FORMAT 3—ALL OF THE FOLLOWING EXCEPT

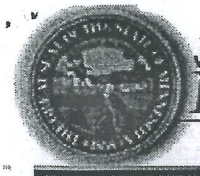
Provisions shall be made to indicate the flow of water in a sprinkler system under all of the following conditions **EXCEPT**

* 1. movement in the system due to a surge.
2. a leak equal to the output of the smallest sprinkler in the system.
3. discharge by one or more sprinklers.
4. flow of water equal to the output of the largest sprinkler in the system.

PRETEST QUESTIONS

Your exam may include up to five additional questions that will not be scored. These are used to gather statistical information on the questions before they are added to the actual examination for your state. These questions, distributed throughout the exam, WILL NOT:

- be counted for or against you in your final examination score; or
- take any time away from your allotted testing time.



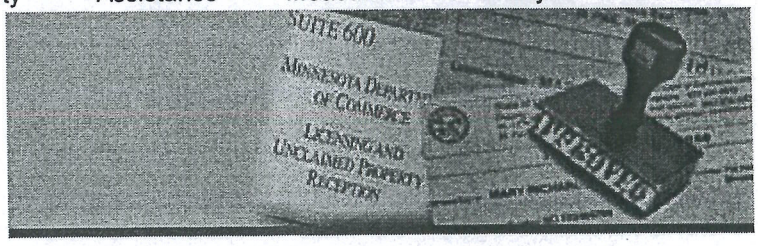
WELCOME TO THE OFFICE OF THE
Minnesota Secretary of State Business Services

Assumed Names

Any person or business organization that conducts a commercial business in Minnesota under a name other than their full name must file a Certificate of Assumed Name as required by Minnesota Statutes, sections 333.07 to 333.065. Forms for this certificate are available by calling (651) 296-2803, pressing 1, then 1 again, and entering 444-2406, then entering your fax number, or by clicking here.

The filing fee for original assumed names and amendments is $25. The original filing is good for ten years, after which it may be renewed. Original filings and amendments that show changes in the original information must be published in a legal newspaper qualified for the county of the business' location for two successive issues after the filing is made with this Office.

Minnesota Secretary of State
180 State Office Building St. Paul, MN 55155
Phone: (651) 296-2803 Office Hours: 8 A.M. to 4:30 P.M



Licensing & Compliance

All about licensing, continuing education, enforcement actions, and filing instructions for new and experienced licensees.

License Lookup
Other Licensee Lists
File a Complaint
Enforcement Actions
Insurance
Real Estate
Residential Contractor
- Building Contractor
- Remodeler
- Roofer
- Manufactured Home Installer
- Certificate of Exemption

Mortgage Originators & Servicers
Debt Collection
Other Financial Services
Securities
Franchises
Notary Public
Cosmetology
Athlete Agent
License Education
Telecommunications
Banks, Credit Unions, Trusts

Residential Contractor

How to Get a License

The licensing program requires only ***companies*** to obtain a license (therefore, in the case of an individual, the license is issued to an "individual proprietorship"). Each company, however, must designate one *individual* who will serve as a "**Qualifying Person**" regardless of whether the licensee is an individual proprietorship, partnership or corporation. The Qualifying Person is the individual who must take the required examination and fulfill the continuing education requirements for the licensee.

Application forms are available by clicking on the links below. Scroll down to view licensing requirements for a Building Contractor license:

1. Completed Building Contractor/Remodeler application
2. License fee plus the appropriate Contractor's Recovery Fund fee (see chart below):
Please note: Fees cannot be prorated for licenses issued for a portion of the "license period".
The fee is the same no matter when a license is obtained during the 12-month license period.

If Gross Receipts are:	Recovery Fund Fee	License Fee	Total Fee Due
under $1,000,000	$100.00	$100.00	**$200.00**
$1,000,000 to $5,000,000	$150.00	$100.00	**$250.00**
over $5,000,000	$200.00	$100.00	**$300.00**

3. Attach copy of Articles of Incorporation, filed and stamped by Minnesota Secretary of State, Partnership agreement signed by all partners, or other Business Organization documents.
4. Attach completed "Disclosure of Owners, Partners, Officers" form, providing names and addresses of all officers, directors, shareholders, partners or employees who exercise management or policy control in the company.
5. Attach a completed BCA form for each individual listed on the "Disclosure of Owners, Partners, Officers" form.
6. Attach copy of Certificate of Assumed Name, filed and stamped by the MN Secretary of State, if Business Name is different from Legal Name of Individual, Corporation, or other Business Entity.

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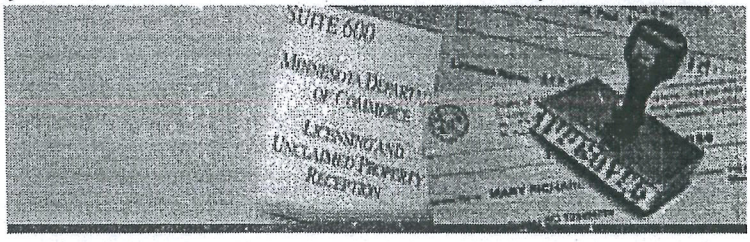

License Lookup
Other Licensee Lists
File a Complaint
Enforcement Actions
Insurance
Real Estate
Residential Contractor
- Building Contractor
- Remodeler
- Roofer
- Manufactured Home Installer
- Certificate of Exemption

Mortgage Originators & Servicers
Debt Collection
Other Financial Services
Securities
Franchises
Notary Public
Cosmetology
Athlete Agent
License Education
Telecommunications
Banks, Credit Unions, Trusts

Residential Contractor

Who Needs a License

If you have questions about whether a license is required, please contact the Commerce Department at 651-296-2488 to discuss your activities and what type of license may be required. Unlicensed activity may result in administrative action.

All residential building contractors and residential remodelers ***who contract with an owner*** to construct or improve dwellings for habitation by one to four families (including detached garages) and perform two or more special skills must be licensed unless exempt under one of the provisions noted below. *The licensing requirement also applies to any person acting as a "spec" homebuilder.* The only difference between a residential building contractor and residential remodeler is that a residential building contractor can build new homes and work on existing structures, whereas a remodeler can only work on existing structures.

The following are **exempt** from the contractor/remodeler licensing requirements:

- Employees of a licensed contractor or remodeler;
- Material suppliers who do not install or attach the items;
- Owners doing work on their own property (unless they are engaged in building on speculation);
- Architects or engineers doing work within the scope of their practice;
- Persons whose annual gross receipts from their residential contracting or remodeling activities are less than $15,000. ***Gross receipts are defined*** as the total amount derived from residential contracting or remodeling activities, regardless of where the activities are performed, and must not be reduced by cost of goods sold, expenses, losses, or any other amount;

Note : *Any person claiming the "gross receipts" exemption must obtain a Certificate of Exemption from the Department of Commerce by filing an application which requires an affidavit stating that the applicant does not expect to exceed $15,000 in gross annual receipts during the calendar year for which the exemption is requested. The Certificate of Exemption must be renewed annually. If the person's gross receipts exceed $15,000 at any time during an annual exemption period, the Certificate of Exemption must be immediately surrendered and application for a license must be filed.*

- School districts and technical colleges;
- Plumbers, electricians and mechanical contractors;

STATE OF MINNESOTA
DEPARTMENT OF COMMERCE
133 EAST SEVENTH STREET
ST. PAUL, MINNESOTA 55101
(651) 296-6319

(For Department Use Only)

PROCESSING DATE

CERTIFICATE OF EXEMPTION APPLICATION

Minn. Stat. § 326.83

CERTIFICATE OF EXEMPTION NO.

This application must be completed by any residential building contractor, residential remodeler or residential roofer who claims an exemption from licensure pursuant to Minn. Stat. § 326.84, subd. 3(5) because they do not expect to exceed $15,000 in gross annual receipts derived from their contracting, remodeling or roofer activities during this calendar year.

Please read the application carefully and complete all information requested. Incomplete applications will be returned. The application must be completed and signed by an owner, partner or corporate officer. There is no fee to apply for this Certificate of Exemption. **Please return the completed application to the Minnesota Department of Commerce at the above address.** Keep a copy of the application for your records.

You may be required to show your exemption card in order to obtain a municipal building permit. If you have any questions, please contact the Licensing Division at the above number.

A. TYPE OF EXEMPTION APPLICATION

☐ Residential Building Contractor ☐ Remodeler ☐ Roofer

B. APPLICANT INFORMATION

Applicant is: ☐Individual Proprietorship ☐ Corporation ☐ Partnership		
Business Name		
Doing Business As (DBA)/Assumed Name (if applicable)		
Corporate Name (if applicable)		
Business Address - Street Address		City
State	Zip	Telephone Number ( )

C. OWNER INFORMATION (Please Print or Type all Information)

List Name(s), Address(es), Dates(s) of Birth and Social Security Number(s) of ALL Owner(s). Attach additional pages if needed.

Owner's Full Name	Owner's Address	DOB _____ SSN _____
Owner's Full Name	Owner's Address	DOB _____ SSN _____

I, the above named applicant, hereby certify that I am owner, partner, or corporate officer of the above named company and that I do not expect the company to exceed $15,000 in gross annual receipts derived from residential building contracting, residential remodeler or residential roofer activities during this calendar year. Therefore, it is my belief that the company qualifies for an exemption from licensure.

I understand that "gross annual receipts" are defined as the total amount derived by the company from residential building contractor, residential remodeler or residential roofer activities, regardless of where the activities are performed, and may not be reduced by cost of goods sold, expenses, losses or any other amount.