



**City of Duluth**  
**Construction Services & Inspections Division**

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411 West First Street • Room 210 • Duluth, Minnesota • 55802-1194  
218-730-5300 • Fax: 218-730-5901 • [www.duluthmn.gov/onestop/](http://www.duluthmn.gov/onestop/)

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## Consumer Information and Owner Agent Authorization

Minnesota Department of Labor and Industry (MN DOLI) regulations require contractor licensing for anyone contracting to work on one, two or three family dwellings. Information about contractor licensing requirements is available from these sources:

### **Minnesota Department of Labor and Industry Residential Building Contractor Unit**

Web: [www.dli.mn.gov/cclid/rbc.asp](http://www.dli.mn.gov/cclid/rbc.asp) Phone: (651) 284-5069 Fax: (651) 284-5749

E-mail: [DLI.Contractor@state.mn.us](mailto:DLI.Contractor@state.mn.us)

### **Contractor Recovery Fund**

Web: [www.dli.mn.gov/cclid/rbcrecovery.asp](http://www.dli.mn.gov/cclid/rbcrecovery.asp)

### **Residential Building Contractor License Lookup**

Web: <https://secure.doli.state.mn.us/licensing/licensing.aspx>

**The Office of the Minnesota Attorney General** has also created an informative brochure that provides help for consumers in dealing with builders and remodelers. That brochure is available at:

<https://www.ag.state.mn.us/Brochures/pubCitizensGuidetoHomeBuilding.pdf> or  
by calling the Office of the Minnesota Attorney General at:  
(651) 296-3353 or 800-657-3787

Contracting to do construction work in one, two or three family dwellings without a proper MN DOLI license may be a violation of MN Statutes. Contracting to any do plumbing, electrical or mechanical work without a proper MN DOLI license may also be a violation of MN Statutes.



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## **Owner Authorization for Submitting Applications for Permits for Construction in the city of Duluth** In one, two, or three family dwellings

Permits for construction work in one, two or three family dwellings may only be issued to contractors licensed as required with MN DOLI or to the property owner. For plumbing, mechanical and electrical work, permits may only be issued to the property owner-occupant of a single family dwelling or to a properly licensed and/or bonded contractor.

Owners may authorize an agent other than a contractor to submit permit applications and other documents on their behalf after reading and understanding and signing the acknowledgement below. In this case, the permit will be issued to the owner, and the owner is responsible for payment of fees, compliance with correction orders and all codes and other regulations

### **Owner Statement**

*I am the owner of the property at the address indicated below. I am aware of licensing regulations for contractors in the state of Minnesota. By my signature below I authorize the designee to submit an application for required permits at the address indicated below and for the work described below. I understand the permit will be issued to me, the property owner, and that I am responsible for compliance with all code requirements and other regulations.*

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**Property address**

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**Owner name** (print name)

**Work description:** \_\_\_\_\_

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**Owner authorized agent** (print name)

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**Owner signature**

**Date**

### **Authorized Agent Statement**

*I am the person designated above by the owner as the authorized agent for permitting of the work described at the address indicated above. I am aware of licensing and bonding regulations for contractors in the state of Minnesota.*

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**Authorized agent signature**

**Date**