



### **TREE CONTRACTOR REGISTRATION REQUIREMENTS**

All professional contractors hired to perform tree maintenance services within the City of Savage must be registered with the City and are required to have:

**LIABILITY INSURANCE:** No registration or renewal shall be granted or be effective until the applicant files with the City of Savage proof of a public liability insurance policy covering all operations of such applicant under this section for the sum of \$100,000 against liability for bodily injuries to one person from the accident, \$300,000 for the injury of two or more persons, and for at least \$200,000 against liability for damage or destruction of property. Said policy shall provide that it may be canceled by the insurer, except that thirty (30) days written notice to the City, and if such insurance is so canceled and the license shall fail to replace the same with another policy conforming to the provisions of this section, said license shall be automatically suspended until such insurance shall have been replaced.

**WORKERS COMPENSATION INSURANCE:** Each license applicant shall file with the City a certificate of insurance of worker's compensation when such insurance is required by state statute.

**CHEMICAL APPLICATION REQUIREMENTS:** Applicants who propose use of chemical substances in any activity related to treatment or disease control of trees and shrubs shall file with the City proof that the applicant or an employee of the applicant, administering such treatment has been certified by the agronomy division of the State Department of Agriculture as a Commercial Pesticide Applicator.

**FEES:** The filing fee for registration is \$35, renewable annually.



**TREE CONTRACTOR REGISTRATION FORM**

REGISTRATION NUMBER: \_\_\_\_\_ \$35 FEE /DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

NUMBER OF COMPANY VEHICLES: \_\_\_\_\_

TYPE OF VEHICLES (boom/bucket truck, etc): \_\_\_\_\_

\_\_\_\_\_

This registration is not transferable, and is issued subject to all applicable City Ordinances and rules, regulations, and provisions of law enacted by Municipal, State or Federal authority, and may be revoked upon violation of any of the above stipulations.

**This registration expires annually on December 31.**

Applicant Name: \_\_\_\_\_

*Printed*

Signature: \_\_\_\_\_

*Applicant*

Approved by: \_\_\_\_\_

*Parks & Natural Resources Superintendent*

Paid: \_\_\_\_\_ Receipt Number \_\_\_\_\_



**PROOF OF WORKERS COMPENSATION INSURANCE**

Minnesota Statute, Section 176.182 (Subdivision 2) 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 Worker’s Compensation Insurance coverage requirement. The information required is listed below and will be collected by the licensing agency and put in their file. It will be furnished upon request, to the Department of Labor and Industry to check for compliance with MN Statute 176.181, Subd. 2.

Insurance Company Name: \_\_\_\_\_

Policy Number or Self-Insurance Permit Number: \_\_\_\_\_

Dates of Coverage: \_\_\_\_\_

-Or-

I am not required to have Worker’s Compensation Liability Coverage because:

I have no employees covered by the law.

Other (specify):

I have read and understand my rights and obligations with regards to business licenses, permits and Worker’s Compensation Coverage, and I certify that the information provided is true and correct.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_



### **TREE CONTRACTOR'S OPERATIONS POLICY**

As of January 1, 2005, all contractors providing tree related services – public or private – shall be registered with the City of Savage. The following policies shall be adhered to when performing tree services within the City of Savage.

1. **Hours of Operation.** Normal hours of operation are from 7 a.m. to 7 p.m. weekdays, 9 a.m. to 7 p.m. any Saturday or holiday, and 9 a.m. to 5 p.m. on Sunday. In the event of a declared emergency, the normal hours of operation may be waived to allow for clean up and removal of storm-damaged trees and associated debris.
2. **Operations on Public Lands.** Tree trimming, removal, and injections of any kind shall be prohibited on public lands unless written approval is granted by the City. Trees or woody vegetation on public lands declared to be a nuisance or hazard as defined by ordinance may be abated by a registered contractor with written permission from the City. Any tree related services that may temporarily disrupt traffic, pedestrian movement, or cause blockage of a roadway, shall require prior approval by the Public Works Department.
3. **Transportation and Disposal of Diseased Wood.** Any tree determined to be infected with Dutch elm disease or oak wilt shall be transported and disposed of according to City Ordinance 102.12.
4. **Notification of Adjacent Property Owners.** Contractors that provide tree related services that may impact or disturb adjacent property owners, shall notify the owners of proposed activities when reasonable.