

Building Movers: How to obtain authority

Obtain an information packet by visiting our website at www.mndot.gov/cvo/packet/bldg.pdf or by calling 651-215-6330.

Familiarize yourself with the Instructions and Rules & Statutes provided in the information packet.

Register your business name with the Secretary of State at <https://mblsportal.sos.state.mn.us/Business/Search>. Phone number: 651-296-2803

Apply for a USDOT Number www.fmcsa.dot.gov/registration (Print a copy of your online filing and submit that copy with your completed application.) Learn about USDOT Numbers at www.mndot.gov/cvo/factsheets/USDOTNumber.pdf

Obtain Commercial Insurance under your business name as registered with the Secretary of State. (Obtain Workers' Compensation Insurance if your business requires it.) For requirement information visit www.dli.mn.gov/business/workers-compensation-businesses.

Phone number: 651-284-5298.

When you are ready to submit a completed application to MnDOT, contact your insurance agent to have them file a Certificate of Insurance showing both Vehicle and General Liability coverage with MnDOT.

Submit completed application (www.mndot.gov/cvo/applications/bldgmoverapplication.pdf) in person or by mail along with the \$150.00 application fee. (You must complete and submit the Certificate of Compliance Minnesota Workers' Compensation Law page, even if you are not required to obtain that insurance.)

Applications may take more than one day to process.

For more information regarding Building House Movers visit our website at www.mndot.gov/cvo/bldgmover/bldgmover.html

When your authority certificate is granted, you must register your vehicles in order to be operational.

You must complete and submit a vehicle registration form + \$10.00 per vehicle. Find form at: www.mndot.gov/cvo/applications/renew_newvehregapp.pdf.

Intrastate USDOT Number

Fact Sheet

What is a USDOT Number?

Companies that operate commercial vehicles transporting passengers or hauling cargo in intrastate or interstate commerce must be registered with the FMCSA and must have a USDOT Number. Also, commercial intrastate hazardous materials carriers that haul quantities requiring a safety permit must register for a USDOT Number. The USDOT Number serves as a unique identifier when collecting and monitoring a company's safety information acquired during audits, compliance reviews, crash investigations, and inspections.

Where does it say I have to have a USDOT Number for intrastate operations?

MN Statutes, section [221.031, subdivision 6](#), and MN Statutes, section [168.185](#) require each motor carrier that operates in commerce to obtain a USDOT Number.

What intrastate operations require a USDOT Number?

A USDOT Number is required for:

- For hire carriers, regardless of the weight of the vehicle, except vehicles operated under an intrastate limousine permit;
- Interstate and intrastate private carriers operating vehicles with a gross vehicle weight of more than 10,000 pounds; and,
- Vehicles providing transportation described in section 221.025 with a gross vehicle weight of more than 10,000 pounds except those providing transportation described in section 221.025, clauses (1), (3), and (4).

What is the difference between interstate commerce and intrastate commerce?

Interstate commerce is trade, traffic, or transportation where the vehicle, its passengers, or cargo cross a state boundary. Intrastate commerce is trade, traffic, or transportation within a single state.

How do I obtain a USDOT Number?

All USDOT Numbers are obtained online at www.fmcsa.dot.gov/registration.

1. Enter the web address above

2. Scroll down, Click the yellow box that reads “To Get Started Click Here”
3. Follow the instructions that walk you through the application process

Fees:

- **Intrastate** - there is no fee for an Intrastate USDOT Number.
For assistance with Intrastate please call 651-366-3700
- **Interstate** - there is a \$300.00 fee to obtain an Interstate USDOT Number.
For help applying for an Interstate USDOT Number you may call 651-291-6150.

How do I display my USDOT Number?

Your vehicle(s) must display the following information (on BOTH sides of the cab of the vehicle):

- The legal business name or a single trade name; and,
- Followed by the USDOT Number provided by the FMSCA.
(Example: **USDOT 455615**)

This information must:

- Be in letters that contrast sharply with the background on which the letters are placed; and,
- Be legible from a distance of 50 feet in normal daylight hours while the vehicle is stationary.

Notes:

- A farm truck that is not used in interstate commerce; a vehicle that is not used in intrastate commerce or interstate commerce; or a vehicle that is **owned** and used solely in the transaction of official business by the federal government, the state, or any political subdivision is not required to obtain a US DOT number
- Gross Vehicle Weight means the gross vehicle weight rating specified by the manufacture or the actual weight, whichever is greater. If operating a combination of vehicles (such as truck & trailer) the combined weight would be used to determine if you are subject.

This Fact Sheet is intended as a resource. It is not intended to explain all the requirements of Minnesota or Federal law. The actual Statutes, Rules and Regulations are recommended as a resource, and can be purchased at the Minnesota Bookstore (phone number 651-297-3000 or 1-800-657-3757).

For additional assistance contact the US DOT at 651-291-6150 or MnDOT’s Office of Freight and Commercial Vehicle Operations at 651-215-6330. Visit us at mndot.gov/cvo.

NOTE: Must be completed ANNUALLY.

BUILDING MOVER LICENSE APPLICATION

Please complete Steps 1-12 prior to submitting your application for processing

| | | | | |
|--|--------------------------------------|--------------------------------------|--|--|
| (1) REASON FOR FILING (Mark only one) | | | | |
| NEW APPLICATION (\$150): <input type="checkbox"/> Annual Renewal (\$100): <input type="checkbox"/> Update/Changes (No Fee): <input type="checkbox"/> NOTE: Cab Cards \$10 per vehicle annually (requires vehicle registration application) (Please make check payable to The Commissioner of Transportation) | | | | |
| (2) NAME OF BUSINESS | | | | |
| Name of Company (as it appears with the Secretary of State): | | | Doing Business As (DBA) Name: | |
| (3) APPLICANT'S MAILING ADDRESS | | | | |
| Street: | City: | State: | Zip: | Business Phone Number: |
| (4) TYPE OF BUSINESS ENTITY (check business type) | | | | |
| Sole Proprietorship <input type="checkbox"/> | Partnership <input type="checkbox"/> | Corporation <input type="checkbox"/> | Limited Liability Partnership (LLP) <input type="checkbox"/> | Limited Liability Co. (LLC) <input type="checkbox"/> |
| (5) BUSINESS IDENTIFICATION NUMBER(S) | | | | |
| Minnesota Business ID# | USDOT# | ICC# | MnDOT# | |
| (6) INDIVIDUAL RESPONSIBLE FOR DAILY BUSINESS OPERATIONS | | | | |
| Print Name: | | | Title: | |
| Contact Phone Number: | | | Alternate Phone Number/Cell: | |
| Fax Number: | | | Email Address: | |
| (7) MAILING ADDRESS | | | | |
| Street: | City: | State: | Zip: | |
| (8) PHYSICAL ADDRESS (Where records are kept) | | | | |
| Street: | City: | State: | Zip: | |
| Is the applicant a foreign corporation authorized to transact business in Minnesota? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | |
| NOTE: If you answered Yes, please provide the name and address of the resident agent: | | | | |
| Resident Agent Name: | | | Address: | |

(9) OWNERSHIP (List names of all corporate directors and officers, general and limited partners, limited liability company board members, or owners of the business. Attach additional sheets if necessary)

| | | | | | |
|---------|--|--------|--|--------|--|
| Name: | | Title: | | Phone: | |
| Street: | | City: | | State: | |
| Name: | | Title: | | Phone: | |
| Street: | | City: | | State: | |
| Name: | | Title: | | Phone: | |
| Street: | | City: | | State: | |
| Name: | | Title: | | Phone: | |
| Street: | | City: | | State: | |
| Name: | | Title: | | Phone: | |
| Street: | | City: | | State: | |
| Name: | | Title: | | Phone: | |
| Street: | | City: | | State: | |
| Name: | | Title: | | Phone: | |
| Street: | | City: | | State: | |

INSURANCE COVERAGE – No person shall provide Building House Mover services until in compliance with proper insurance requirements.

(10) CERTIFICATE OF INSURANCE – General Liability and Vehicle Liability.
 (Minnesota Statutes **221.141**; and, specifically Minnesota Statutes **221.81 Subd 3a**)

(11) EVIDENCE OF WORKERS' COMPENSATION (ALL APPLICANTS MUST COMPLETE THIS SECTION)

We cannot issue a certificate until you have completed the "Certificate of Compliance, Minnesota Workers' Compensation Law" form.

(12) SIGNATURE (PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION)

By signing this application, you are stating you are age 18 or older; you have read and understand this application; the information provided is true and correct to the best of your knowledge; you are authorized to sign this application; and the person, partnership, corporation, LLP or LLC HAS READ and UNDERSTANDS all laws and rules pertaining to the issuance of the type of authority being requested. You WILL be held accountable for adhering to all laws and rules. You are required to complete a NEW application if ANY of the information contained on this application changes.

I, the undersigned applicant or applicant official, do hereby state that the above information is true and correct to the best of my knowledge and belief.

Signature: _____

Print Name: _____ Print Title: _____ Date: _____

Company Name: _____

Return your completed application to:

Minnesota Department of Transportation
Office of Freight & Commercial Vehicle Operations
395 John Ireland Boulevard, MS 420, Rm 153
Saint Paul, MN 55155-1800

Certificate of Compliance

Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Print in ink or type

Minnesota Statutes § 176.182 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 workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

| | | |
|---|---------------------------|----------------------------|
| License or certificate number (if applicable) | Business telephone number | Alternate telephone number |
|---|---------------------------|----------------------------|

Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)

DBA ("doing business as" or "also known as" an assumed name), if applicable

| | | | |
|---|---------------|-------|----------|
| Business address (must be physical street address, no P.O. boxes) | City | State | ZIP code |
| County | Email address | | |

You must complete number 1 or 2 below.

Note: You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1. I have a workers' compensation insurance policy.

| | | |
|--|----------------|-----------------|
| Insurance company name (not the insurance agent) | | |
| Policy number | Effective date | Expiration date |

I am self-insured for workers' compensation. (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see www.mn.gov/commerce/industries/insurance/licensing/self-insurance.)

2. I am not required to have workers' compensation insurance because:

- I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)
- I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name

| | | |
|--------------------------------|-------|------|
| Applicant signature (required) | Title | Date |
|--------------------------------|-------|------|

If you have questions about completing this form or to request this form in Braille, large print or audio, call (651) 284-5032 or 1-800-342-5354.

Building Mover License Application Instructions **Minnesota Statutes, section 221.81, Information required.**

Please complete Steps 1-12 prior to submitting your application for processing

(1) **Reason for filing-**

New Application (\$150 fee) – check this box if:

- You are a new building/house mover.

Annual Renewal (\$100 fee) – check this box if:

- You are renewing your Building Mover license.

Update/Changes (\$0 fee) – check this box if:

- You currently have an active building mover license, but are making changes to the file.

(2) **Name of Business-**

- Your company name as it will appear on your STS Certificate of Compliance
- Doing Business As (DBA) name. This is the name you filed with the Secretary of State.

(3) **Applicant's Mailing Address-**

Applicant's mailing address and business phone number, Fax and email address. This is the address to which MnDOT will send correspondence and must be the address on your Form E insurance.

(4) **Type of Business Entity-**

Indicate whether the applicant's business is a sole proprietorship, partnership, corporation, limited liability partnership, or limited liability company.

(5) **Business Identification Number(s)-**

Applicant must provide the company's Minnesota business identification number and the identification numbers, if any, assigned to the company by the United States Department of Transportation, the former Interstate Commerce Commission, or the Environmental Protection Agency

(6) **Individual Responsible for Business Operations-**

Name of individual that is responsible for the day-to-day operations of the business. This will be the contact person with whom MnDOT will conduct business.

(7) **Mailing Address-**

Applicant's mailing address and business phone number, Fax and email address. This is the address to which MnDOT will send correspondence and must be the address on your Form E insurance.

(8) **Physical Address-**

If different from (7), this is the location **in Minnesota** where the records will be available for inspection and copying.

Foreign Corporation – A corporation that is organized under the laws of a state other than Minnesota that transacts business in Minnesota, is classified as a foreign corporation under Minnesota law. Please check the yes if your corporation is foreign and if you are authorized to transact business in Minnesota. If you indicate “**Yes**” please provide the name and address of the authorized registered agent.

a) ***Foreign Corporation*** – A corporation that is organized under the laws of a state other than Minnesota that transacts business in Minnesota, is classified as a foreign corporation under Minnesota law. Please check yes if your corporation is foreign and if you are authorized to transact business in Minnesota. If you indicate “**Yes**” please provide the name and address of the authorized registered agent.

(9) **Ownership-**

List the applicant or any of the applicant's corporate directors or officers, general and limited partners, limited liability company board members, or owners of the applicant's business.

(10) **Insurance Coverage (Your insurance company must submit a Certificate of Insurance)-**

a) Minnesota Statutes, section 221.81, subdivision 3a, requires: that each building mover have in effect the following:

- (1) comprehensive general liability insurance including completed operations, underground property damage, and collapse coverage in the amount of at least \$500,000 for bodily injury or property damage; and
- (2) motor vehicle liability insurance in the amount of at least \$500,000 for bodily injury or property damage.

ii) The insurance must be written by an insurer licensed to do business in the state of Minnesota. Each building mover shall file with MnDOT a certificate evidencing the insurance. The insurance policy must provide that the policy may not be canceled without the insurer first giving 30 days' written notice to MnDOT of the impending cancellation.

b) Your insurance company (not local agent) must submit Certificate of Insurance directly to our office, certifying that you have the proper coverage for your building mover license. **No other certificate of insurance will be accepted.**

c) Have your insurance company mail Certificate of Insurance to:
Minnesota Department of Transportation
Office of Freight and Commercial Vehicle – Credentialing Unit
395 John Ireland Boulevard MS 420, Rm 153
St Paul MN 55155-1800

d) Or fax:

i) **(651) 366-3718**

(11) **Evidence of Minnesota Workers' Compensation**

Minnesota Statutes, section 176.182 requires that every state or local licensing agency 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 workers' compensation insurance coverage requirement of section [176.181, subdivision 2](#), by providing the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. The commissioner of Labor and Industry shall assess a penalty to the employer of \$2,000 payable to the commissioner for deposit in the assigned risk safety account, if the information is not reported or is falsely reported

(12) **Signature-**

An application must be signed **only** by a corporate officer, general partner, limited liability company board member, or sole proprietor.

New/Renewal Vehicle Registration Application

ALL PAGES YOU SUBMIT MUST BE COMPLETE

(1) Legal Company Name _____
 DBA _____
 Business Address _____
 City, State, ZIP _____

MnDOT#: _____ USDOT# _____

NOTE:

A current vehicle inspection report for each vehicle listed under Special Transportation Service (STS), Motor Carrier of Passengers (Pass), and Limousine (Limo) authority must be provided with this application. Household Goods (HHG) and Building Mover (BHM) authority are exempt from this inspection report requirement.

(Please see instruction page for vehicle registration requirements)

| (2) Action Add Delete Transfer Renew ↓ | (3) Vehicle Year & Make REQUIRED ↓ | (4) Unit Number ↓ | (5) Vehicle Identification Number (VIN) REQUIRED ↓ | (6) State ↓ | (7) License Plate Number REQUIRED ↓ | (8) Number of passengers the vehicle is designed to transport REQUIRED ↓ | (9) STS Providers indicate the number of WC securements in the vehicle in the "WC" box; and, an "X" in the "S" box if the vehicle carries stretchers; and, an "X" if the vehicle is a Protected Transport vehicle | | | (10) List the authority type per vehicle and the required fee for each vehicle below. | | | (11) Total Fees Due Per Vehicle |
|--|--|--------------------------|--|--------------------|---|--|---|--------|----|---|-----|----------|---------------------------------|
| | | | | | | | WC | S | PT | Authority Type | Fee | Late Fee | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| # of | | | | | | | | | | | | | |
| (12) 10-Day Temporary Cards (Household Goods Carriers Only) | | | | | | X | \$ | 5.00 | | | | | |
| (13) Floater Cab Cards (Household Goods, Passenger & BHM Only) | | | | | | X | \$ | 100.00 | | | | | |
| (14) SUBTOTALS from additional pages (zero if no additional pages) | | | | | | (Manually enter the totals from additional pages here) | | | | | | | |
| (15) TOTAL AMOUNT DUE. We accept the following forms of payment: checks (made payable to Commissioner of Transportation); Cash; Credit Cards allowed only in person | | | | | | | | | | | | | |
| Signature: _____ Title: _____ Date: _____ | | | | | | | | | | | | | |

New/Renewal Vehicle Registration Application

ALL PAGES YOU SUBMIT MUST BE COMPLETE

For Motor Carrier of Passengers, Limousine and Special Transportation Services Providers, this preprinted renewal is the only notice you will receive to renew your vehicle registrations. The vehicles listed on the form are the vehicles currently registered.

THE LATE FEES DO NOT APPLY TO LIMOUSINE DECALS, STS DECALS, OR BUILDING HOUSE MOVER CAB CARDS

- 1) Enter or verify the LEGAL company name (name you have registered with the Secretary of State), Doing Business As (DBA) name (if any), and BUSINESS address of applicant.
NOTE: If the address has changed, you must file a change of address form; and you must also have your insurance company file an updated Form E certificate of insurance. Enter or verify your Minnesota DOT Number (MnDOT #) and your US DOT Number in the appropriate box.
- 2) **Action.** If you are adding (A) a new vehicle to your fleet; deleting (D) a vehicle from your fleet (draw a line through it); transferring (T) the cab card to a new vehicle (LIMOUSINE and STS decals CANNOT be transferred to another vehicle); or, (R) renewing the vehicle registration, indicate the action here.
- 3) Enter or Verify the Year and Make of each vehicle you wish to register.
- 4) (If Applicable) Enter or Verify Vehicle **Unit Number:** This is a number assigned by you. It can be up to 4 letters or numbers.
- 5) **VIN:** Enter or Verify the **Complete** Vehicle Identification Number (VIN).
- 6) **State:** Verify or enter the two letter STATE abbreviation that the vehicle is registered in.
- 7) **License Plate Number:** List the License Plate Number on the vehicle. (LM plates are ONLY transferable between vehicles in your name).
- 8) **Passengers:** Motor Carrier of Passenger and Limousines must list the number of passengers the vehicle is designed to transport including the driver. (Your application will be rejected without this number).
- 9) **WC:** For Special Transportation Services (STS) Providers, indicate how many wheel chair securements are in the vehicle.
S: For Special Transportation Services (STS) Providers, place an 'X' in the column if the vehicle carries stretchers.
PT: For Special Transportation Services (STS) Providers, place an 'X' in the column if the vehicle is certified as a "protected transport" vehicle.

- 10) **AUTHORITY Type:** List the Authority Type, i.e. Pass, STS, Limo, HHG, BHM

| Motor Carrier of Passengers | Special Transportation Service Decals | Limousine Decals | Household Goods Cab Cards | Building Mover Cab Cards |
|-----------------------------|---------------------------------------|------------------|---------------------------|--------------------------|
| \$75 per vehicle | \$45 per vehicle | \$80 per vehicle | \$75 per vehicle | \$10 per vehicle |

LATE FEE: For HHG or Motor Carrier Passenger Authority ONLY ... If your application is late (beyond expiration of your current cab cards) enter \$5.00 per late vehicle.

- 11) **Total Fees Due Per Vehicle:** Add the fees from the FEE box and the LATE FEE Box and enter it in this column.
- 12) **10-Day Temporary:** If you are a Household Goods Carrier, enter the number desired. Multiply by **\$5.00** and enter the total in column 11
- 13) **Floater Cab Cards:** Household Goods, Passenger & Building House Movers. If you are purchasing "Floater Cab Cards", multiple numbered desired by **\$100.00**. Place the total in column 11 (You MUST have at least one vehicle registered on your authority. YOU CANNOT operate only on a FLOATER)
- 14) **SUBTOTALS:** Total Fees Due from additional pages. If no additional pages, enter zero "0" in this cell.
- 15) **TOTAL AMOUNT DUE:** Total all fees listed in column 11 for vehicles.
- 16) **PAGE TOTAL AMOUNT DUE:** Use this only when additional pages are needed for registering the company's vehicles. Transfer this amount to Line 14, Column 11 of Page 1 of the Renewal/New Vehicle Registration Application. **The form must be signed by Corporate Officer, General Partner, LLC Board Member, or Sole Proprietor.**

If you need additional pages, please visit our webpage at: <http://www.dot.state.mn.us/cvo/credentials.html>. Or you may call our office at 651-215-6330 for additional pages.

- *MnDOT, OFCVO Inspectors are the only inspectors authorized to complete the required annual inspection for Limousines and STS vehicles.*
- *Motor Carriers of Passenger: MnDOT, OFCVO Inspectors & DPS Certified Inspectors are authorized to complete the required annual inspection.*
- *PASS, LIMO & STS: Please include a copy of your most current vehicle inspection report (for each vehicle) along with your vehicle registration application.*