

**INSTRUCTIONS FOR COMPLETING
THE REGIONAL SELF HAULER MIXED MUNICIPAL SOLID WASTE
COLLECTION AND TRANSPORTATION (HAULER) LICENSE APPLICATION**

Applications are due on or before April 30, 2024

DEFINITION: A Self Hauler is a Hauler whose principal business is not solid waste collection or transportation, who collects or transports mixed municipal solid waste (MSW) it generates from its own place of business and does not exceed 400 tons of MSW per year. You must be a Self-Hauler to use this application.

INSTRUCTIONS

1. **Base & Operating Counties** Check your base county along with only those counties in which you operate and for which you will need an operating license. Checking the counties you do not operate in increases the County's cost of licensing. If during the license year you have a need to add an operating county, it can be added at no charge.
2. **Licensee Name** Print the name of the person(s) or entity legally responsible for the operation of this business. If the business is a corporation, the licensee is the corporation.
3. **Business Name** Print the name of the company you will be doing business as.
4. **Business Status** Check the ownership status that describes the legal status of the licensee (i.e. is the licensee a corporation, partnership, sole proprietorship or public entity).
5. **Business Address** Print the full address used by your business.
6. **Official Mailing Address** Print the address (if different than Business Address) to which official notices should be mailed and to which correspondence is sent (including post office and zip code). This will be the address that is designated for contact in connection with the license application.
7. **Contact Person** Print the full name (first name, middle initial, and last name) of the person authorized by the licensee, who is locally in charge of the solid waste management of the business.
8. **Title** Print the job title or position of the responsible party identified in item 7.
9. **Contact Information** Print the complete telephone number and FAX number, including area code, of the contact person identified in item 7. Include an e-mail address.
10. **Owner Information** If the licensee is a sole proprietorship or partnership, list the full names and addresses of all owners. If the licensee is a corporation, list all officers.
11. **Workers Compensation** If you have paid or otherwise compensated employees, supply the name of your Workers Compensation insurance company, address, policy number and the policy's effective dates. If you do not have Workers Compensation, check one of the

reasons listed. If you are self-insured, supply your self –insurance permit number.

12. Insurance Along with your application, submit a certificate of insurance that complies with the following minimum requirements:

- A. Commercial General Liability in the amount of \$1,500,000 per occurrence, \$2,000,000 aggregate.
- B. Auto Liability in the amount of \$1,500,000 per occurrence, combined single limit. The policy shall cover owned, hired, and non-owned vehicles.
- C. The certificate of insurance must name the **Regional Hauler Licensing Board, Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties as additional insureds.**

You should contact your agent immediately to get this certificate. Also remember that all vehicles you use must be covered and that the insured entity is the same as the licensee show in item 2.

13-20. Vehicle Information: Please complete the table for all vehicles that are used to haul municipal solid waste (MSW). If more than four vehicles are to be listed, you should make additional copies of this table before you start.

13. Vehicle Identification Number (VIN) This is the unique number assigned the vehicle by the manufacturer. This number can be found on the vehicle’s registration certificate and the manufacturer’s ID plate on the vehicle.

14. License Plate Number This is the number on the license plate assigned to the vehicle by the state in which the vehicle is registered

15. ID number This is the identification number assigned to the vehicle by NSP Newport, NSP Elk River, or Hennepin County. Enter all of the ID numbers assigned to the vehicle. If you don’t have facility ID Nos. assigned, enter NA.

16. Make This is the manufacturer of the vehicle (e.g. Ford, Mack International).

17. Model This is the particular style of vehicle.

18. Year This is the year the vehicle was manufactured.

19. Volume This is the volume of solid waste, in cubic yards, that the vehicle was designed to hold when fully loaded.

20. Number of Axles This is the number of axles the vehicles has.

21. Write a brief description of your waste management activities as a Self Hauler. This description must include the type of material hauled and the disposal facilities used.

22 & 23. Waste Collection Information. Include all locations of waste generation. If you service no permanent sites, please indicate so. For item 23, list the amount of waste hauled the previous calendar year.

24. License Fee In the blank in item “a” place the total number of vehicles listed above. Multiply the number of vehicles by \$100.00 and place this amount in the second blank on the right side. **If the completed application, including all supporting materials and fees, is received on or before the due date of April 30, 2024, no late fee is due.** If the application is received after the due date of April 30, 2024, a late application fee must also be submitted in an amount equal to: 25% of the license fee if 1 to 7 days late; 50% of the license fee if 8-30 days late; and 100% of the license fee if 31 or more days late. If a late fee is due, enter the appropriate amount in the blank for item “b”. Add the amounts on lines “a” and “b” and enter that amount in the blank for item “c”. ***An invoice will be mailed to you for this amount, please follow instructions on invoice to submit payment.***
25. Certification The application must be signed by the owner(s) of a sole proprietorship or partnership or an officer of the corporation. The full name (first name, middle initial, and last name) of the individual must be printed in line “a”. The signature of the individual named in item “a” must be entered in item “b”. The title of the individual named in item “a” must be printed in item “c”. The date the application is complete must be entered in item “d”.

REMINDER:

1. **THE LICENSE APPLICATION IS NOT COMPLETE UNLESS ALL INFORMATION IS PROVIDED.**
2. **A COMPLETE LICENSE APPLICATION MUST BE RECEIVED BY THE COUNTY ON OR BEFORE April 30, 2024 TO AVOID A LATE FEE.**
3. **SUBMIT YOUR COMPLETED LICENSE APPLICATION TO:**

HAULERS@HENNEPIN.US

If you have any questions about completing the hauler license application, please contact:

Hauler’s Hotline: 612-348-7813

Hauler’s Email: Haulers@hennepin.us