



To be a contractor or open/conduct business in the state of North Dakota and the City of Minot, you must meet the following requirements:

- 1) Review business requirements on the Secretary of State web site www.nd.gov.sos or contact their office 701-328-2900. This is for your business and/or General Contractor's license.
- 2) Once all your paperwork has been approved, you will receive a State of North Dakota Contractor's License. The license will have a number followed by a letter indicating what class of work you are licensed to do.
- 3) Steps 1 & 2 should be completed by General Contractors, Electricians, Plumbers and Mechanical Contractors.
- 4) Electricians should contact the State Electrical Board (701-328-9522) to obtain their State Electrical License. Once you have your state license, you can apply for your City of Minot Electrical License online through our website cityworks.minotnd.org/Portal/
- 5) Plumbers should contact the State Plumbing Board (701-328-9977) to obtain their Plumbing License. Once you have your state license, you can apply for your City of Minot Plumbing License online through our website cityworks.minotnd.org/Portal/
- 6) Mechanical Contractors should possess a reciprocal license from their city or schedule a test with the City of Minot to obtain one. Once you have your state license and reciprocal, you can apply for your City of Minot Mechanical License online through our website cityworks.minotnd.org/Portal/

Contact the Secretary of State www.nd.gov.sos 701-328-2900 to inquire about licenses for the following trades:

- ♦ Sign Installers
- ♦ Building (General Contractor)
- ♦ Roofers
- ♦ Siding Installers
- ♦ Finishers





City of Minot Inspection Licensing/Test Fees

Type	Initial Fee	Renewal Fee/Year
Journeyman Gas Pipe *	\$50	\$50
Journeyman Heating *	\$50	\$50
Master Electrician **	\$130	\$130
Master Gas Pipe *	\$130	\$130
Master Heating *	\$130	\$130
Master Plumber **	\$130	\$130
Provisional Mechanical	\$130	\$130
Provisional Plumber	\$130	\$130

*Reciprocal do not require a City of Minot test but still require proof of a passed test from an approved City. If you do not have a reciprocal from an approved City, you are required to complete and pass a test in the City of Minot. Tests are \$75 each until a passing grade is achieved.

**State Board Master License Required

