



Chisago County, Minnesota Solid Waste Licensee Checklist:

Applicants must complete the following steps in submission of their application and/or renewals.

For questions, refer to the [Chisago County Solid Waste Ordinance, Ordinance No. 08-2](#) found on our website, call Solid Waste Administrator Lisa Thibodeau at 651- 213-8923 or [email Lisa Thibodeau](#).

1. Fill out and submit Online the Main License Form(s) applicable to your operation(s):
 - Hauler Form:** [Hauler License](#)
 - Facility Forms:** All facility license forms are combined on one form called [Solid Waste Facility License](#), please fill out the parts that pertain to your facility:
 - *Construction and Demolition Debris Land Disposal Facility*
 - *Industrial Solid Waste Land Disposal Facility*
 - *Mixed Municipal Solid Waste Land Disposal Facility*
 - *Recycling Facility*
 - *Transfer Station Facility*
 - *Solid Waste Processing Facility License*
 - *Waste Tire Facility*
 - *Yard Waste and Composting Facility License*
 - If you do NOT own the land that the facility sits on, the landowner owner must also sign-off the [Landowner Acknowledgement Form \(PDF\)](#) (Landowner Form).
 - If your facility is located in Chisago County and holds a land-use permit from a local zoning authority (City/Township or the Chisago County Zoning Department), you are required to obtain their sign-off on the [Local Zoning Sign Off Form \(PDF\)](#) (City/Township Approval), indicating that you are or are not in compliance with the local land-use permit.
2. All applicants must submit the following Insurance Documents with the license application:
 - Certificate of Liability Insurance
 - [Certificate of Compliance Minnesota Workers' Compensation Law \(PDF\)](#)
3. All applicants must complete and submit the following with the license application:
 - [Minnesota Department of Revenue, Solid Waste Management Tax Exemption Certificate \(PDF\)](#)
 - [Minnesota Tax Clearance Certificate \(PDF\)](#)
 - [Tennessee Warning \(PDF\)](#)
4. If applicable, Applicant must submit the following with the license application:
 - Financial Assurance in the amount and form agreed to with Chisago County
5. Once you have completed the necessary paperwork as detailed above, include payment:
 - Hauler License:** \$250 fee, plus \$25 per garbage/roll-off truck & \$5 per recycling truck
 - Facility License:** \$250 per each facility checked off on Solid Waste Facility License Form.
 - Check payable to Chisago County and send to Chisago County, 39649 Grand Ave., North Branch, MN 55056
 - Or [Pay Online via credit/debit or eCheck](#).