

HENNEPIN COUNTY

MINNESOTA

Dear Hauler,

Please find attached your application and instructions for obtaining a Hennepin County 2024-2026 Regional Mixed Municipal Solid Waste (MSW) Collection and Transportation (Hauler) License.

- 2024-2026 Hauler Application Instructions
- 2024-2026 Hauler Application: Fillable Form
- Metro County Regional Recycling Requirements for Hauler License 2024

*Please visit our website for more information: [Waste hauler information](#)

*If you haul **only** construction and demolition debris (or provide other non-MSW services), you **do not** need this license. You only need this license if you provide MSW services to customers located in the metropolitan area.

ACTION REQUIRED: Complete your application and return by EMAIL to: Haulers@hennepin.us by April 30, 2024. Your 2024-2026 license fee is \$100.00 per vehicle. Once your application has been reviewed, we will send you an invoice with instructions on making payment. Please do not put your application in the US mail or send a check until you receive your invoice from Hennepin County.

2024 – 2026 License Application

There are no changes to the hauler license application, but please note:

- **Licensing Term**

The license application is for a two-year term, from July 1, 2024, to June 30, 2026. You will still need to ensure that your Base and Operating Counties receive an updated insurance certificate in 2024, as these typically cover a one-year period. You must also notify all counties, you do business in, if you add, replace, or remove a vehicle in your fleet.
- **Licensing Fee**

The licensing fee is \$100 per truck per two-year term.
- **Invoicing**

Must be current on all solid waste invoices, solid waste management fee reports, and payments received to apply for a new hauler license.
- **Liability Insurance Coverage Limits Increased**

The required minimum limits for liability insurance remain the same as the previous licensing period. Please contact your insurance provider as soon as possible to comply with the minimum limits below.

 - Commercial General Liability in the amount of \$1,500,000 per occurrence, \$2,000,000 aggregate.
 - Auto Liability in the amount of \$1,500,000 per occurrence, combined single limit. The policy shall cover owned, hired, and non-owned vehicles.



- **Additional Insureds**

Haulers must list the Regional Hauler Licensing Board as an additional insured. **The certificate of insurance must name the Regional Hauler Licensing Board, and Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties as additional insureds.**

IMPORTANT: All companies must be licensed and display a license decal on all trucks, including spares, to collect and transport MSW in the 7-county regional area. Most Counties require, if you deliver MSW to their transfer station or landfill, your vehicles must be licensed and have a county assigned number that is readily visible and legible to avoid any delays and/or rejection at the scale house. (Check the [hauler's manual](#) for details on location to affix license decal.)

How to complete the application

- Use the attached instructions in this email to complete the application.
- Carefully review and fill in the fillable application. ALL line items must be completed.
- Complete Appendix A (recycling services you provide to residential and commercial customers).
- Complete Appendix B (recycling/organics services you provide to non-residential customers).
- Make sure the application is complete and correct.
- DO NOT include payment for your license fee. An invoice will be mailed to the Official Mailing Address listed on your application.
- **Save and email your completed application to:**

Haulers@Hennepin.us

When the Application is Due

The application and all supporting documentation are due April 30, 2024.

Hennepin County will review these forms for completeness and accuracy. Incomplete forms will be emailed back to you for corrections, upon which you may be subject to a late fee.

Penalty for Late Submission

If your application is received by email after April 30, 2024, you will be charged a late fee. The late fee will increase with more time past due.

Contacts

If you have questions about your application, please contact:

Haulers Hotline	612-348-7813	Haulers@hennepin.us
Enrique Vinas	612-348-4919	Enrique.Vinas@hennepin.us

Sincerely,



Enrique Vinas

Sr. Financial Management/Solid Waste Business Manager