



Minneapolis
City of Lakes

**Regulatory Services
Department**

**Licenses &
Consumer Services
Division**

350 South 5th Street – Room 1C
Minneapolis, MN 55415-1391

Office (612) 673-2080
Fax (612) 673-3399
TTY (612) 673-2157

Staff Report on Administrative Issuance of Business Licenses

July 16, 2008

In November, 2005, the Minneapolis City Council authorized the division of Licenses and Consumer Services to administratively issue specific business licenses. 62 license types were included in this action. Administrative issuance of business licenses allows persons seeking a business license to obtain the license as soon as the application requirements are met. Business license applications which are not administratively issued may only be approved by the City Council. Due to the meeting cycle, licenses are approved every two weeks.

It is the practice in Business Licenses to evaluate programs to determine effectiveness, efficiency, and legal compliance.

1. 100% of the completed applications submitted to the licenses division have been approved within 48 hours. In many cases, such as a trades license, licenses are approved immediately.
2. Chapter 259.30 authorizes the director of licenses the option to refer any application to the city council for approval or denial. If there is any controversy associated with an application, the division's Standard Operating Procedure directs staff as follows: "Businesses that need operating conditions or have controversy surrounding the issuance of their license will not be administratively issued. These applications will be sent to committee for consideration."
3. There have been no adverse license actions against any administratively approved license since the authority was granted.
4. If adverse license action were merited, these processes and decisions are made independently of the license approval process. The city does not compromise its ability to hold any licensee accountable to their license requirements.

The proposed ordinance amendment adds 20 additional business license categories to the list of licenses eligible for administrative issuance by the director of licenses and consumer services.