City of Minneapolis
Licenses and Consumer Services
350 South 5th Street – Room 1C
Minneapolis, MN 55415–1391
Phone: 612-673-2080
Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

Minneapolis
City of Lakes

License Application
Guidelines and Checklist

For Office Use Only
DBA:
Expiration: February 1
License Code: 009
Rev Code: 311009
MCO: 200
Adm Issuance: YES
LICENSE ID #
CSR:

License Type: Milk Delivery Vehicle

DEFINITION: Any person who delivers milk, or its products, from a vehicle. Milk is defined as fresh, sweet milk, produced by healthy cows and which has been pasteurized before or during the manufacture of nonfat dry milk in a certified pasteurization plant. It shall not contain buttermilk, preservatives, neutralizing agents or any other chemicals, except vitamins as approved by ordinance. Milk products must be pasteurized in a certified pasteurization plant. This license is not required for retail grocery stores delivering milk or groceries to city homes or places of business.

Staff Initials	**Application Checklist** **Submit completed items below to:** **Minneapolis Development Review** 250 South 4th Street - Room 300 Public Service Center Minneapolis, MN 55415 Free Parking
	☐ **1. License Application** (Form #1)
	☐ 2. **Zoning Addendum** (Form #2)
	☐ **3. Health Addendum** (Form #3)
	☐ **4. Certificate of Liability Insurance** (Sample Form #4) a. This must be furnished by your Insurance Agent with the mandatory changes. b. You are required to have general liability which includes premises and operations insurance and products and completed operations insurance with the following coverages: ☐ $25,000 per occurrence and $50,000 aggregate for personal injury or death. ☐ $5,000 per occurrence for property damage.
	☐ **5. $_____ License Fee plus New License Surcharge**

This Section To Be Completed by Minneapolis Development Review Coordinator

DC:_____ Temporary License Number:_____

☐Plumbing Permit ☐Mechanical Permit ☐Building Permit ☐SAC ☐Sidewalk Inspection ☐PDR Review ☐_____

SAC Determination Letter Required: ☐ Yes ☐ No

Date Sent to EH _____	PCAB#_____
EH Staff Initials _____	EM Initials _____
Date Sent to EM _____	Date Returned to MDR_____

Additional Information

Your License Application

a. Incomplete applications will be returned.
b. All applications must be signed by an owner, partner or principal.
c. No license will be issued for a period longer than one year.
d. Licenses are not transferable.
e. Make a duplicate copy of this packet for your personal records before submitting.
f. Minnesota Sales Tax ID Number or 651-296-6181.
g. If you are applying for multiple licenses, applications may be combined. Talk to Licenses Staff at 300 Public Service Center.

Information in Other Languages

Yog xav paub tshaj nos ntxiv, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.

#1

City of Minneapolis
Licenses and Consumer Services
350 South 5th Street – Room 1C
Minneapolis, MN 55415–1316
Phone: 612-673-2080
Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

FOR OFFICE USE ONLY:
LICENSE ID #:
LIC CLERK:
FEE: $
DATE:

LICENSE APPLICATION

1. BACKGROUND INFORMATION			
Type(s) of License	**As the Applicant/Licensee, I am:** ☐ Starting a new business in a new building (New business) ☐ Starting a new business in an existing building (New business) ☐ Taking over an existing business (New owner) Name of existing business _____ ☐ Adding a new license to an existing business ☐ Remodeling only		
Minnesota Sales Tax ID Number, Social Security Number, or Individual Tax ID Number			
Legal Corporate Name of Business	**Trade Name (DBA)**	**Business Telephone Number**	
Business Address/Location	**City**	**State**	**Zip Code**
Mailing Address (if Different than Business Address)	**City**	**State**	**Zip Code**
Name of Person Filling out this Application	**Title**	**Telephone Number**	
E-mail Address	**Fax Number**	**Cell Phone Number**	
Name of Manager and Home Address		**Date of Birth**	
Type of Ownership: ☐ Corporation ☐ LLC ☐ Sole Proprietor ☐ Partnership ☐ Non-Profit	**Date of Incorporation**	**State of Incorporation**	
Is this business publicly traded? ☐ Yes ☐ No			

2. LIST ALL OWNERS, PARTNERS AND CORPORATE MEMBERS (Attach additional sheet if necessary.)			
Full Name: First, Middle, Last	**Date of Birth**	**% of Ownership**	**Telephone Number**
Home Address	**City**	**State**	**Zip Code**
Full Name: First, Middle, Last	**Date of Birth**	**% of Ownership**	**Telephone Number**
Home Address	**City**	**State**	**Zip Code**
Full Name: First, Middle, Last	**Date of Birth**	**% of Ownership**	**Telephone Number**
Home Address	**City**	**State**	**Zip Code**
Full Name: First, Middle, Last	**Date of Birth**	**% of Ownership**	**Telephone Number**
Home Address	**City**	**State**	**Zip Code**
Have any of the above people been convicted of a crime? ☐Yes ☐No **If Yes, please provide (or attach) dates and conviction specifics.**			

3. BUSINESS INFORMATION

Square Footage for Business Use	Hours of Operation

Describe in detail the principal products, types of entertainment or services rendered.

List any licenses currently or previously held in Minneapolis (Business or Individual).

Have you ever had a business license denied or revoked by Minneapolis or another government entity? ☐ **Yes** ☐ **No**
If Yes, indicate date of denial/revocation, government agency, reason for denial or revocation.

Are you planning or have you completed any construction or remodeling? ☐ Yes ☐ No	Name of Contractor or Building Manager

Explain the scope of the remodeling or construction:

Workers' Compensation Company	Policy Number	Dates of Coverage

------Or------

I certify that I am not required to carry workers' compensation insurance because: ☐ **I am self insured.** ☐ **I am the sole proprietor and I have no employees.** ☐ **I have no employees who are covered by workers' compensation law. Only employees who are specifically exempted by statute are not covered by the workers' compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is controllable by the employer must be covered.**

4. VEHICLES

Will there be vehicles used in the business? ☐ **Yes** ☐ **No (Attach additional sheets if necessary)**

Year/Make/Model	Vehicle Company ID Number	VIN Number	License Plate Number (State)

5. VERIFICATION

The data you furnish on this application will be used by the City of Minneapolis to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Minneapolis may be unable to process this application. Disclosure of your Social Security number, Minnesota Tax ID Number, or Individual Tax ID Number is required by Minnesota Statutes 270C.72 and your Social Security number may be requested by and released to the Minnesota Commissioner of Revenue. Upon submission of this application, all information except your Social Security Number will be public information pursuant to Minnesota Statutes, Chapter 13.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

I, (print name) _____, certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota.

SIGNATURE OF APPLICANT_____TITLE_____DATE_____

City of Minneapolis
Community Planning & Economic Development
Planning Division
250 South 4th St. Room 300
Minneapolis MN 55415-1316
Telephone 612-673-3000 or 311 Fax 612-673-2526

#2

Zoning Addendum

Applicants requesting a business license must be in compliance with all zoning regulations before a license can be approved. Bring this form to the **Development Review Customer Service Center at the above address, or call (612) 673-3000 or 311 to schedule an appointment** for a City Planner to complete the remainder of this application. Approval from the Development Services Division and/or City Planning Commission may be required *before* the Business Licensing Division will accept your application.

========== **THIS SECTION IS TO BE COMPLETED BY THE APPLICANT** ==========

1. Legal Corporate Name of Business_____ Trade Name (DBA) _____
2. Proposed Business Address _____
3. Contact Person _____ Telephone _____
4. Entertainment: Check and describe all categories of entertainment you are planning to provide on your premises.
   ☐ **No entertainment.**
   ☐ **Limited Entertainment:** Limited to literary readings, storytelling or live music by not more than three persons, using non-amplified musical instruments, with no patron dancing. Examples include tv, radio, jukebox or karaoke. Describe below.
   ☐ **General Entertainment:** Other forms of entertainment which do not meet the definition above. Examples include one or more comedians, bands with amplified musical instruments, plays, shows, contests, etc. Describe below.
   ☐ **Adult Entertainment:** Persons who are unclothed or in attire/costume which exposes any portion of female breasts and/or male or female genitals (nude or semi-nude). Describe below.

========== **THIS SECTION IS TO BE COMPLETED BY CITY PLANNER** ==========

5. Zoning district:_____ Proposed land use(s):_____
6. Are there any existing land use approvals for this address which affect this license application? ☐YES ☐NO
   If Yes, provide a brief description of any land use history relevant to the proposed licensure.
   _____
   _____
   _____
7. Comments: _____
   _____
   _____
8. Is an inspection by Zoning Enforcement Staff required? ☐YES ☐NO

========== **THIS SECTION IS TO BE COMPLETED BY ZONING INSPECTOR** ==========

9. Is the site in compliance with all existing Conditions of Approval? ☐YES ☐NO If No, List requirements for compliance:
   _____
   _____
10. Comments: _____
   _____
   _____

CPED Planning Staff Signature_____DATE _____ EXT_____

========== **AUTHORIZED HOURS TO BE COMPLETED BY LICENSE INSPECTOR** ==========

☐ R, OR, C1, C2, C3S, C4, and I: Sun - Thurs, 6:00 am to 10:00 pm; Fri - Sat, 6:00 am to 11:00 pm.
☐ Downtown and C3A: Sun - Thurs, 6:00 am - 1:00 am; Fri - Sat, 6:00 am - 2:00 am.

City of Minneapolis
Licenses and Consumer Services
350 South 5th Street – Room 1C
Minneapolis, MN 55415–1391
Phone: 612-673-2080
Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

HEALTH ADDENDUM

PART 1 – TO BE FILLED OUT BY APPLICANT

1. BACKGROUND INFORMATION

Name of Business	Address
Proposed Date of Opening	Number of Customer Seats ☐ N/A
Gross Square Footage	Net Square Footage of the Retail Area ☐ N/A

License(s) Requested:

As the Licensee, I am:
- ☐ Starting a new business in a new building. (New business)
- ☐ Starting a new business in an existing building. Name of previous tenant _____
- ☐ Taking over an existing business. (New owner) Name of existing business _____
- ☐ Remodeling.
- ☐ Equipment changes. Provide equipment information and photos.
- ☐ Adding new license to an existing business.

2. FOOD PROCESSES – CHECK ALL THAT APPLY

- ☐ Canning and pickling
- ☐ Curing and smoking using nitrates or nitrites (pink salt)
- ☐ Juice pressing or bottling
- ☐ Raw and undercooked proteins (eggs, meats, poultry, fish, and seafood)
- ☐ Vacuum packaging

Provide additional documentation and/or descriptions for any box checked.

3. CERTIFIED FOOD MANAGER

Name of Certified Food Manager _____ ☐Attach a copy of current MN Dept of Health certificate.

4. FOOD CATERING, DISTRIBUTION AND TRANSPORTATION

If your business caters, distributes, or transports food from one location to another, please provide the following information in writing:

- ☐ Name and location of commissary kitchen
- ☐ Who and where food is distributed
- ☐ Description and method of distribution (hot vs cold)
- ☐ Description and method of transportation
- ☐ How food will be protected during transport
- ☐ Who and where food is distributed/transported to
- ☐ List and spec sheets of equipment for storing and transporting foods (must be **NSF** or equivalent)

5. CONSTRUCTION/REMODELING

Is there any construction/remodeling in progress? ☐Yes ☐No

What type of work will you be doing? ☐General Building ☐Plumbing ☐Mechanical ☐Electrical ☐Other(Explain)

Have plans been submitted to: Minneapolis Development Review ☐Yes ☐No Environmental Health Plan Review ☐Yes ☐No

Have you obtained the necessary permits? ☐Yes ☐No

Signature of Applicant_____Date_____

PART II – TO BE FILLED OUT BY ENVIRONMENTAL HEALTH CODE COMPLIANCE OFFICER

Is a Plan Review required? ☐Yes ☐No

Are there outstanding upgrades or compliance issues? ☐Yes (Explain) ☐No ☐See attached report.

Final Inspection Required: ☐ Yes ☐ No

- ☐ Yes. I recommend to License Department to proceed.
- ☐ No. This application is not recommended to License Department to proceed. Reason for Hold:

RISK LEVEL: ☐1 ☐2 ☐3

Signature of EH Official _____**Printed Name:** _____**Date:**_____