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

License Application
Guidelines and Checklist

For Office Use Only
DBA:
Expiration: February 1
License Code: 277
Rev Code: 311008
MCO: 225
Adm Issuance: YES
LICENSE ID #
CSR:

License Type: Liquid Waste Hauler

DEFINITION: An industrial hauler who collects, transports and discharges liquid waste into designated public sewers.

Staff Initials	**Application Checklist** **Submit completed items below to:** **Minneapolis Development Review** 250 South 4th Street Room 300 Public Service Center Minneapolis, MN 55415
	☐ **1. License Application** (Form #1)
	☐ **2. Health Addendum** (Form #2) ☐ New Construction ☐ Remodeling ☐ Equipment Replacement ☐ _____
	☐ **3. $_____ 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

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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 extisting 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_____

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City of Lakes

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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	Square Footage of the Seating Area ☐ N/A

As the 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 new license to an existing business
- ☐ Remodeling only

2. TYPE OF LICENSE – See Definitions

☐ Caterer	☐ Grocery	☐ Mobile Food Unit
☐ Community Kitchen	☐ Institutional Food	☐ Public Market:
☐ Confectionary	☐ Meat Market	☐ Market Distributor
☐ Food Cart	☐ Milk Delivery Vehicle	☐ Market Manufacturer
☐ Food Distributor	☐ Milk and Grocery Delivery Vehicle	☐ Restaurant
☐ Food Manufacturer	☐ Milk Distributor	☐ Vending

☐ Off-Sale Liquor/Malt Liquor/Beer ☐ On-Sale Liquor/Wine/Beer ☐ Type of Liquor License _____
☐ Restaurant(full service food) ☐ Club (limited food) ☐ Sunday Sales ☐ Outdoor Area

☐ Hotel/Motel ☐ Suntanning ☐ Tattooing/Piercing Establishment
☐ Laundry/Dry Cleaning ☐ Swimming Pools

3. CERTIFIED FOOD MANAGER

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

4. 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

All existing/used mechanical kitchen systems must be certified by a licensed mechanical professional that they are in working order and appropriate for their use. You may be required to supply a signed letter/document from a licensed mechanical professional listing all mechanical kitchen systems, their use, and whether they are in working order.

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.

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

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