

## License Application: Expansion of Premises (Permanent)

**Definition:** The expansion of your physical square footage. This can be inside or outside. The area must be compact and contiguous to your currently approved licensed premises. You must have a license in good standing. If you have questions, send an email to [businesslicenses@minneapolismn.gov](mailto:businesslicenses@minneapolismn.gov) or call 612-673-2080.

### 1. Application Requirements

1. Complete the application and include all the requirements listed below. Incomplete applications may be returned. You may send your application by email ( <a href="mailto:businesslicenses@minneapolismn.gov">businesslicenses@minneapolismn.gov</a> ), US mail, or drop it off at our office.
2. There is a \$500 fee for this application. You can pay by <input type="checkbox"/> <b>Cash:</b> Drop off your application at our office. <input type="checkbox"/> <b>Check:</b> Mail or drop off your application at our office. <input type="checkbox"/> <b>Credit Card:</b> Mail, drop off or email your application to <a href="mailto:businesslicenses@minneapolismn.gov">businesslicenses@minneapolismn.gov</a> . <b>Do not add your credit card information on this application.</b> We will call you to securely charge your credit card.
3. <b>Alcohol License Change Form (Form #1)</b>
4. <b>Amended Business Plan (Form #2)</b>
5. <b>Source of Funds Statement (Form #3)</b>
6. <input type="checkbox"/> <b>Floor Plan:</b> Attach an 8.5" by 11", scaled diagram. Include the square footage as well as labels of the interior and outdoor areas. <input type="checkbox"/> This is not required if you are only adding a Sidewalk Café or Street Café. (Requirements below.)
7. <b>Outdoor Expansion?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Indoor Only. If yes, complete the following: a. Outside the downtown area, outdoor entertainment is restricted to No Live Entertainment, allowing radio, television, electronically reproduced music, and jukebox. b. A public hearing may be required. This will be scheduled by your <a href="#">License Inspector</a> . c. <input type="checkbox"/> Attach a copy of the letter to your <a href="#">City Council Member</a> , <a href="#">Neighborhood Organization</a> , and <a href="#">Business Association(s)</a> . Tell them your business name, address, and type of license; your name, email address and telephone number. Describe your sidewalk/patio/street café. A <a href="#">sample letter</a> is on our website. d. Is any part of your expansion on the public right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you need to complete a <input type="checkbox"/> <a href="#">Sidewalk Café or Street Café</a> application. <input type="checkbox"/> You will need an updated <a href="#">Alcohol Certificate of Liability Insurance</a> . <input type="checkbox"/> There is a <a href="#">fee</a> for your Sidewalk Café/Street Café license. You do not need to pay a new license processing charge.
8. <input type="checkbox"/> <b>Lease:</b> Attach a copy of the lease authorizing use of the area.
9. <b>Food Plan Requirement:</b> Are you doing any of the following: <input type="checkbox"/> Starting a food business at a location that NEVER had a license for food business <input type="checkbox"/> Adding or replacing equipment that requires gas, plumbing or mechanical connections <input type="checkbox"/> Adding or replacing ventless cooking equipment or a ventless hood If you checked any of the boxes above, you MUST complete and email a <a href="#">Food Plan Review Form</a> to <a href="mailto:development@minneapolismn.gov">development@minneapolismn.gov</a> . There is a <a href="#">fee</a> for this review. <b>This is a separate review and we cannot approve your license until it is completed.</b> Permits are required for any equipment changes or work requiring gas, plumbing or mechanical connections. If you have questions, call 612-673-3000 or email <a href="mailto:development@minneapolismn.gov">development@minneapolismn.gov</a> .
10. <b>Sewer Availability Charge (SAC):</b> The Metropolitan Council charges a fee for new or upgraded sewer connections. You can <a href="#">find out online</a> if a SAC is due for your address. You can also <a href="#">fill out your form online</a> . If you have questions, call 612-673-3000 or email <a href="mailto:development@minneapolismn.gov">development@minneapolismn.gov</a> . <input type="checkbox"/> Attach a copy of your SAC Determination Letter.

## 1. Type of License Change

<input type="checkbox"/> Amending a Business Plan	<input type="checkbox"/> New Corporate Officer
<input type="checkbox"/> Corporate Name Change	<input type="checkbox"/> New Manager
<input type="checkbox"/> Corporate Shares Purchase	<input type="checkbox"/> New Shareholder/Partner
<input type="checkbox"/> Downgrading Entertainment Class	<input type="checkbox"/> Special All Night Bowling /Pool/ Billiards
<input type="checkbox"/> Downgrading License Type	<input type="checkbox"/> Special Late Night Food
<input type="checkbox"/> Expansion of Premises	<input type="checkbox"/> Upgrading Entertainment Class
<input type="checkbox"/> Internal Transfer of Shares	<input type="checkbox"/> Upgrading License Type

## 2. Background Information

I, \_\_\_\_\_, as  Owner  Partner, on behalf of \_\_\_\_\_  
(Legal Corporation Name of Business)  
 request the following (detailed description):

Business Name (DBA)		Business Address
Business E-mail Address		Personal E-mail Address
Business Telephone Number	Cell Phone Number	Type and Class of License(s) Currently Held

Interior Expansion: New Seating Capacity: \_\_\_\_\_ New Fire Occupancy: \_\_\_\_\_ or  N/A

Exterior Expansion: New Seating Capacity: \_\_\_\_\_ New Total Customer Capacity: \_\_\_\_\_ or  N/A

## 3. Verification

A signature is required.

I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

I certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. All information given is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension, or revocation of my business license.

By typing your name, you are electronically signing this application.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Attach a typed report describing in detail changes to your business operations. You may attach extra documents to your report.

**1. Alcohol Server Training Plan.** Describe staff training that includes:

- Name of trainer
- Topics covered
- Ongoing training program
- Policy for carding and the use of electronic ID Scanners
- Reward and discipline policy for serving alcohol to minors and
- Self-audits

Our website has for more information about [Alcohol Service Resources](#).

No changes.

**2. Safety.** Attach your [Police Safety Plan Review Form](#) to help prevent illegal behaviors and disorderly customers at your business, parking area, and neighborhood.

No changes.

**3. Noise.** Attach your [Sound Management Plan](#) which details how you will manage sound from your business. A Sound Plan is not required for Off Sale Liquor stores.

No changes.

**4. Litter Removal.** You are required to clean litter within a 100 foot radius from your business. Describe your plans for litter, graffiti, and garbage. Include staff and hours assigned and plans during the warm weather months.

No changes.

**5. Entertainment.** Describe the following:

- type of entertainment at your business
- days and hours of the entertainment and
- age group which the entertainment is directed

No changes.

**6. Team Sponsorships.** Tell us the types of teams you may sponsor: softball, broomball, soccer, rugby, football, or other competitive sports.

No changes.

**7. Hours of Operation.**

- Specify the hours for every day of the week
- Include both inside and outside hours

No changes.

**8. Food Service.**

- List the hours of full food service and reduced food service
- Include the staffing model of your kitchen

No changes.

**9. Charitable Gambling Activities.** Identify the types of games, hours, gambling manager and name of charity.

No changes.

**10. Applicant's Experience and Background with Liquor, Restaurant or Retail Sales.** Include a resume or summary of work experience.

No changes.

**11. Advertising.** Attach a copy of all the sites you will advertise, such as social media, website, flyers, coupons, table tents, etc.

No changes.

**12. Promoters.** If you plan to work with promoters, you must have a written signed contract that includes the following:

- Statement of truth in advertising
- Cancellation rights if contract is not followed
- Promoter contact information

Submit a sample contract. Signed contracts must be made available to licensing official upon request.

No changes.

### Acknowledgement and Agreement

I, (print name) \_\_\_\_\_, an authorized corporate officer, partner or owner, hereby acknowledge and agree to the following:

The attached business plan is a true and correct; and

Any material change in the business plan must be submitted to an approved by the Business Licenses Division before implementation; and

Violation of this business plan may result in suspension, revocation, or refusal to renew my license or in a civil fine determined by the Minneapolis City Council.

I have read and agree to the [Terms and Conditions](#) for electronic signatures.

By typing your name, you are electronically signing this application.

Signature of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Source of Funds Statement: Applicant's Information Sheet

Documenting the source of funds for the business venture is one of the more critical aspects of completing a license application. It is important that all financial information related to business start-up is completely documented and verifiable by the City of Minneapolis. Applications will not be processed without complete information about the costs and source of funds for your proposed business. **Attach documentation for all sources of your financing.**

### 1. Tax Records: Required

Attach two years of completed and filed 1040 federal tax forms for each applicant and individual providing funding for the business venture or corporate tax records, if applicable.

### 2. Costs Reporting Form: Required

Attach the Costs Reporting Form on the next page. City staff has the right to request documentation for listed expenses and revenues as well as any unlisted expenses/revenues they feel is related to this application.

### 3. Funds from Savings/Investments/Corporate Holdings: Required

Attach copies of three months of full official bank statements that show the money being used is available in the first month's statement that is provided.

Alcohol Establishments: Must additionally attach copies of three months of full official bank statements from twelve months prior to the first month's bank statement that is provided.

### 4. Loans from the Lending Institution

Attach a copy of the loan closing document that clearly sets forth the amount being tendered to the borrower and a copy of any accompanying promissory note; or

Individuals may be eligible for a loan, but approval may be delayed until a license is granted. In instances such as this, a letter of loan commitment from the lending institution setting forth the amount of the loan must be submitted along with a pledge from the applicant that the loan closing documentation shall be submitted upon its completion. A license will not be issued until a copy of the loan closing document is given to the Licenses staff. The business cannot operate until this is completed and approved.

N/A

### 5. Loans from Individuals - Many times applicants obtain personal loans from relatives or other individuals. In cases such as these, the loaning individual must provide the same documentation of the source(s) of these funds as required by the license applicant. For example, if an individual receives a \$10,000 loan from their parents, the applicant must attach the source of the parent's \$10,000 as well as tax records.

Attach a copy of each lender's source of funds and tax records; and

Attach a copy of the loan closing document(s) and/or copies of any accompanying promissory note(s); and

If the lender is not an owner of the business, applicants must provide a notarized statement regarding the terms of the loan; that the lender has no operational, financial or management interest in the business; the terms of the loan are independent of the business; and at no time in the future will the lender have a financial, operational, or management interest in the business. Any such involvement in the business will only be lawful if the lender and licensee go through the appropriate city licensing process.

N/A

### 6. Landlord Construction or other Credit/Financing - A landlord providing construction or financing will be required to show the same documentation of the source of these funds as the license applicant. If funds are taken from a business account, city staff can accept corporate account statements in lieu of the landlord's personal accounts.

Attach a copy of the loan closing document(s) and copies of any accompanying promissory note(s); and

Attach a statement about payment terms.

N/A

### Acknowledgement

I (printed name) \_\_\_\_\_ understand that city staff have the right to request other documentation they feel is necessary to properly verify the source of funds for the business venture. Failure to document costs or the source of funds for expenses will result in the denial of this license application. Any errors detected after the issuance of the license may be grounds for license revocation. After approval by the City Council, documentation in this license file becomes public data and is open for review by anyone upon request. Public data includes, but is not limited to, financial statements, tax records and other personal records contained in the license file. Public data will not include Social Security numbers and account numbers.

I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

By typing your name, you are electronically signing this application.

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Signature

Title

Date

## Source of Funds Costs Reporting Form

An applicant must report all costs and fund sources associated with pursuing this license to demonstrate adequate legal sources of funds. Typical expenses include asset purchases, licensing fees, insurance costs, down payments, remodeling fees and attorney's fees, to name a few. Please use the table below to account for **all** your specific costs and sources of funds. Attach additional sheets if necessary.

Applicant's Name: _____		Business Name: _____	
<b>Building Expenses</b> (lease, equipment purchases, down payments, asset agreement, etc.)			
\$ _____	for _____		
\$ _____	for _____	Subtotal \$ _____	
<b>Construction Expenses</b> (upgrading cooking equipment, installation, remodeling, etc.)			
\$ _____	for _____		
\$ _____	for _____	Subtotal \$ _____	
<b>Professional Expenses</b> (attorney fees, architect fees, consultant fees, etc.)			
\$ _____	for _____		
\$ _____	for _____	Subtotal \$ _____	
<b>Start Up Costs</b> (insurance, license fees, inventory, etc.)			
\$ _____	for _____		
\$ _____	for _____	Subtotal \$ _____	
<b>Other Expenses</b> (payroll, insurance, SAC charges, other)			
\$ _____	for _____		
\$ _____	for _____	Subtotal \$ _____	
<b>Total Costs for pursuing this License:</b>		<b>\$ _____</b>	

Attach plans, leases, contracts, statements from vendors or credit institutions and other documentation you have to support the above figures.

Complete and submit with your license application. A sample is listed below.

<b>Applicant's Name:</b>		<b>Business Name (DBA):</b>	
<b>Total Cost to Start the Business (from items listed above.) \$ 30,000</b>			
	<b>Fund Source</b>	<b>Amount</b>	<b>Documentation Attached</b>
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
	<b>TOTAL:</b>		

Here is a sample of your documentation.

<b>Applicant's Name: A. A. Smith</b>		<b>Business Name (DBA): The Company Business</b>	
<b>Total Cost to Start the Business (from items listed above.) \$ 30,000</b>			
	<b>Fund Source</b>	<b>Amount</b>	<b>Documentation Attached</b>
<input type="checkbox"/>	<b>Savings Account Money</b>	<b>\$10,000</b>	<b>Bank Statements from Jan, Feb, Mar 2013 and 2014</b>
<input type="checkbox"/>	<b>Bank Loan</b>	<b>\$10,000</b>	<b>Loan Closing Documents from First Bank and Trust</b>
<input type="checkbox"/>	<b>Loan from Parents</b>	<b>\$10,000</b>	<b>Stock Dividend Statement 2013 and 2014</b> <b>Tax Records 2013 and 2014</b> <b>Promissory Note</b> <b>Notarized Statement of Loan Terms</b>
<input type="checkbox"/>	<b>TOTAL:</b>	<b>\$30,000</b>	