



City of Minneapolis
 Licenses and Consumer Services
 505 Fourth Ave. S., Room 220
 Minneapolis, MN 55415
 Telephone: 612-673-2080

For Office Use Only

Expiration: April 1
 AP: Food/Sidewalk
 MCO: 265
 Adm Issuance: Yes

License Application: Sidewalk Café

A business that sells food, beer, wine or alcohol and wants to serve customers that are seated at tables on the city sidewalk that is connected to the license premises. A public hearing may be required before you can use the sidewalk café and your License Inspector will schedule it.

If you have an On Sale license for beer, wine or alcohol, you also need an Expansion of Premises application.

Once the license is approved, you must notify your License Inspector if you want to make any changes to the Sidewalk Café.

If you have questions, send an email to 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 businesslicenses@minneapolismn.gov , US mail, or drop it off at our office.
2.	There is a fee , plus a new license processing charge, for this application. You can pay by <input type="checkbox"/> Cash: Do not mail cash, you must drop off in person. <input type="checkbox"/> Check: Make checks payable to- Minneapolis Finance Department <input type="checkbox"/> Credit Card: Mail, drop off or email your application to businesslicenses@minneapolismn.gov . Do not add your credit card information on this application. We will call you to securely charge your credit card.
3.	<input type="checkbox"/> Diagram: Attach a detailed diagram of the sidewalk café that shows all tables, chairs, measurements, streets, trees, bike racks and any signs or poles. Sidewalk cafe must conform to the Sidewalk Café Standards .
4.	<input type="checkbox"/> Certificate of Liability Insurance: (sample form #1) Attach a copy of the certificate with general liability that includes premises, operations, and liquor liability with the following coverage- <input type="checkbox"/> \$50,000 per occurrence and \$300,000 aggregate for personal injury or death. <input type="checkbox"/> \$10,000 per occurrence for property damage. <input type="checkbox"/> The City of Minneapolis shall be named as an additional insured. <input type="checkbox"/> The certificate must state "includes sidewalk café".
5.	Notification: Notify your City Council Member, Neighborhood Organization, and Business Association(s). Tell them your business name, address, and type of license, your name, email address and telephone number. Describe your sidewalk café including the hours, number of tables and seats. <input type="checkbox"/> Attach a copy of your letter or email that you sent them.
6.	Sewer Availability Charge (SAC): The Metropolitan Council charges a fee for new or upgraded sewer connections. If you have questions, call 612-673-3000 or email development@minneapolismn.gov . <input type="checkbox"/> Attach a copy of your SAC Determination Letter

2. Applicant information

Legal company name	Business name/DBA			
Name (Last, First, MI)	<input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager			
Business Address	Suite	City	State	Zip code
Mailing Address (if different than business address)	City		State	Zip code
E-mail Address	Business telephone number		Cell phone number	
Minnesota sales tax ID number <i>(Required)</i>	Social Security number or Individual Tax ID(ITIN) <i>(Required)</i>			
Type of ownership: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Non-profit				

3. Business operations

<input type="checkbox"/> Adding Sidewalk Cafe to an existing business, License Number _____	
<input type="checkbox"/> Adding Sidewalk Café to a new license	
Total square footage of sidewalk cafe: _____	Sidewalk café, number of:
Maximum capacity: _____	Chairs _____ Tables _____
List days and hours of sidewalk café.	
Give us a brief description of your business.	

4. Building information

Are you planning or have you completed any construction or remodeling? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of contractor or building manager
Does this include adding/changing equipment that requires a gas or plumbing connection? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain the type of remodeling or construction.	

5. Verification

The City of Minneapolis uses the information on this application to determine qualifications for a license. You are not legally required to provide this information. If you refuse, we cannot approve your application. MN Statute 270C.72 requires your Minnesota Tax ID Number and either a Social Security Number or Individual Tax ID Number. These may be given to the Minnesota Commissioner of Revenue if requested. After we approve your license, all information except your Social Security Number is public (MN Statutes, Chapter 13).

A signature is required.

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

I, (print name) _____, 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 City of Minneapolis. 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 of applicant _____ Title _____ Date _____

6. Additional information

1. No license will be issued for longer than one year.
2. You cannot transfer your license to any other person or location.

For reasonable accommodations or alternative formats, please call us at 612-673-2080 or send us an email at businesslicenses@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para ayuda, llame al 311. Rau kev pab hu 311. Hadii aad caawimaad u baahantahay wac 311.

