



City of Minneapolis  
 Licenses and Consumer Services  
 350 South 5<sup>th</sup> Street – Room 1  
 Minneapolis, MN 55415–1391  
 Phone: 612-673-2080  
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[www.minneapolismn.gov/business-licensing](http://www.minneapolismn.gov/business-licensing)

**For Office Use Only**  
 Expiration: April 1  
 AP: BLFood/BIFoodShelf  
 Rev Code: 311009  
 MCO: 188  
 Adm Issuance: Yes

## License Application Guidelines and Checklist

| <b>Application Type: Food Shelf</b>  |  |
|--|--|
| <b>DEFINITION:</b> A food establishment operated by a nonprofit organization where food is collected, stored, or packaged for free distribution to qualifying individuals based on need. |  |
| Staff Initials   | <b>APPLICATION CHECKLIST - COMPLETE AND SUBMIT FOR STAFF REVIEW</b><br><a href="#">Minneapolis Development Review</a> 250 South 4 <sup>th</sup> Street, Room 300 - Minneapolis, MN 55415 <a href="#">Free Parking</a> .  |
|  | <input type="checkbox"/> <b>1. License Application</b> (Form #1)   |
|  | <input type="checkbox"/> <b>2. Floor Plan:</b> Attach an 8 1/2" by 11" copy of a floor plan/scaled diagram with square footage showing the design of the premises to be licensed. Include the location of the building(s), the portion of the building intended to be used, and both the interior and outdoor areas. See sample Form #2.   |
|  | <input type="checkbox"/> <b>3. Certified Food Manager:</b> If you employ a Certified Food Manager, attach a copy of your <a href="#">MN Dept of Health</a> certificate.<br><input type="checkbox"/> I currently do not employ a Certified Food Manager.  |
|  | <input type="checkbox"/> <b>4. Attach the following from the applicant and each owner, partner, officer, shareholder and Certified Food Manager (if employed).</b><br><input type="checkbox"/> A copy of a driver's license or state identification card<br><input type="checkbox"/> Data Privacy (Form #3)<br><input type="checkbox"/> Criminal History Report which may be obtained from <a href="http://www.cch.state.mn.us/New Criminal History Search">www.cch.state.mn.us/New Criminal History Search</a> or the State of Minnesota, Bureau of Criminal Apprehension, 1430 Maryland Ave E. St. Paul, MN, 651-793-2400. <b>This report must be dated within 30 days of receipt of this application.</b> Anyone who is not a resident of Minnesota must contact the <a href="#">state</a> in which they reside to obtain a criminal history. |
|  | <input type="checkbox"/> <b>5. Equipment:</b> Attach photos and copies of equipment specifications. This is required if you have a new kitchen or if you are adding or updating any equipment in your kitchen.<br><input type="checkbox"/> N/A. No changes in equipment.   |
|  | <input type="checkbox"/> <b>6. Menu:</b> Attach a copy of the menu and/or list of food items available for sale.   |
|  | <input type="checkbox"/> <b>7. \$ _____ Food Plan Review Fee</b><br><input type="checkbox"/> \$ _____ <a href="#">License Fee</a>  |

### Additional Information

- Certified Food Manager:** The [Minnesota Food Code](#) requires a food establishment to employ one full-time Certified Food Manager within 45 days of opening.
- Your License Application:**
  - Incomplete applications will be returned. All applications must be signed by an owner, partner, or principal.
  - No license will be issued for a period longer than one year. Licenses are not transferable.
  - Make a duplicate copy of this packet for your personal records before submitting. [Minnesota Sales Tax ID Number](#) or 651-296-6181.
  - If you are applying for multiple licenses, applications may be combined. Talk to License 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.
- Vending Machines:** This license permits two free vending machines located on the premises if they are owned and maintained by the licensee. Additional machines require a [vending machine license](#).

## Food License Application

| I. APPLICANT INFORMATION   |   |  |          |
|--|---|--|----------|
| Legal Company Name   | Business Name/DBA   |  |          |
| Business Address   | City  | State  | Zip Code |
| E-mail Address   | Cell Phone Number   | Business Telephone Number                            |          |
| Name (Last, First, MI)   | <input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner<br><input type="checkbox"/> Other: _____ |  |          |
| Mailing Address (if Different than Business Address)   | City  | State  | Zip Code |
| <a href="#">Minnesota Sales Tax ID Number</a> , Social Security Number, or Individual Tax ID Number  |   |  |          |
| Type of Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC<br><input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit   | Date of Incorporation   | State of Incorporation                               |          |
| Is this business publicly traded? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Proposed Opening Date   |  |          |
| II. BUSINESS INFORMATION   |   |  |          |
| 1. License(s) Requested  |   |  |          |
| 2. As an Applicant/Licensee, I am<br><input type="checkbox"/> Starting a new business in a new building. (New Business) <input type="checkbox"/> Adding a new license to an existing business (New License)<br><input type="checkbox"/> Starting a new business in an existing building. (New Business) <input type="checkbox"/> Taking over an existing business (New Owner)<br>Name of Previous Tenant _____    Name of existing business _____<br><input type="checkbox"/> Equipment Changes. Provide equipment info and photos. <input type="checkbox"/> Remodeling Only |   |  |          |
| 3. Company Operations<br>Is business over 5,000 sq ft.? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, how many facilities? _____   |   |  |          |
| INTERIOR   |   | EXTERIOR   |          |
| Gross Square Footage for Business Use _____  |   | Gross Square Footage for Business Use _____          |          |
| Seating Capacity _____ Fire Occupancy _____  |   | Seating Capacity _____ Total Customer Capacity _____ |          |
| Hours of Operation   |   | Hours of Operation                                   |          |
| Describe in detail the principal products and/or services rendered.  |   |  |          |

4. Entertainment: Check all categories of entertainment you are planning to provide on your premises.

No entertainment.

Limited Entertainment: Limited to literary readings, storytelling, live solo comedians, electronically reproduced music (TV/radio), karaoke, jukebox, amplified or non-amplified music by five or fewer musicians, and group singing participated in by patrons of the establishment. No patron dancing. Describe below.

General Entertainment: Other forms of entertainment which do not meet the definition above. Examples include two or more comedians, bands with amplified musical instruments, patrons dancing, 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.

|  |  |
|--|--|
| 5. 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 |
|--|--|

Explain the scope of the remodeling or construction.

**III. OWNERS, PARTNERS, OFFICERS**

List all of the owners, officers, stockholders and/or partners. Ownership must add up to 100%. Attach additional sheets if necessary.

|                                |           |       |             |
|--------------------------------|-----------|-------|-------------|
| Full Name: Last, First, Middle | Telephone | Title | Ownership % |
| Home Address                   | City      | State | Zip         |
| Full Name: Last, First, Middle | Telephone | Title | Ownership % |
| Home Address                   | City      | State | Zip         |
| Full Name: Last, First, Middle | Telephone | Title | Ownership % |
| Home Address                   | City      | State | Zip         |

Have any of the people listed above been convicted of a crime?  YES  NO  
 If Yes, please provide or attach specific information about date s and conviction .

**IV. BACKGROUND INFORMATION**

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

2. Have you ever had a business license denied or revoked by Minneapolis or another government entity?  YES  NO  
 If Yes, Indicate the Date of Denial/Revocation, Government Agency, and Reason for Denial or Revocation.

3. Are you sharing the licensed premises with any other business?  Yes  No If yes, describe.

**V. WORKERS COMPENSATION**

|                               |               |                   |
|-------------------------------|---------------|-------------------|
| 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.

**VI. CERTIFIED FOOD MANAGER**

Name of Certified Food Manager \_\_\_\_\_

**VII. VEHICLES**

Will there be vehicles used in the business?  YES  NO

| Year/Make/Model | Vehicle Company ID # | VIN Number | License Plate # / State |
|-----------------|----------------------|------------|-------------------------|
|                 |                      |            |                         |
|                 |                      |            |                         |
|                 |                      |            |                         |

**VIII. 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 Minnesota Tax ID Number, Social Security 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. After issuance of a license, all information contained in this application, 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. I understand that false information may result in the denial, suspension or revocation of my business license.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

### Floor Plan Standards

Every application for a restaurant or beverage alcohol license must include a floor plan. A sample is provided below. Attach an 8 ½" x 11" diagram of both your **INTERIOR** and **EXTERIOR** premises. Include dimensions. Hand drawn floor plans will be accepted if they are legible. Drawings for outdoor areas may be on a separate sheet. If the outdoor area is located on the public sidewalk, drawings must include additional features and a [Sidewalk Café License](#) is required. Include the following on your plan:

1. Business name (DBA), building name, address, contact person and telephone number
2. The function of the space including the dimensions and square footage of the area in which food will be served. Label mezzanine levels, fixed seating and egress convergence.
3. All doors, windows and other openings as well as any building feature requiring emergency access
4. The occupant load calculated by the designer
5. The number and size of tables
6. The number of chairs and their location to the tables. Seating capacity needs to consistent with the number of patrons stated in your license application.
7. Ensure that your total bar area does not exceed the area that is allowed for your type of license. Include square footage (no more than 30% or 20%). Bar Area: One or more spaces in an establishment designed and utilized primarily for the consumption of alcohol or providing entertainment. This space would include a dance floor area, stage, game room or any space that is undefined or does not provide for seated food service. Outdoor bar areas may be calculated separately from indoor bar areas and considerations may be made for outdoor sporting courts such as bocce ball, volleyball or similar features.

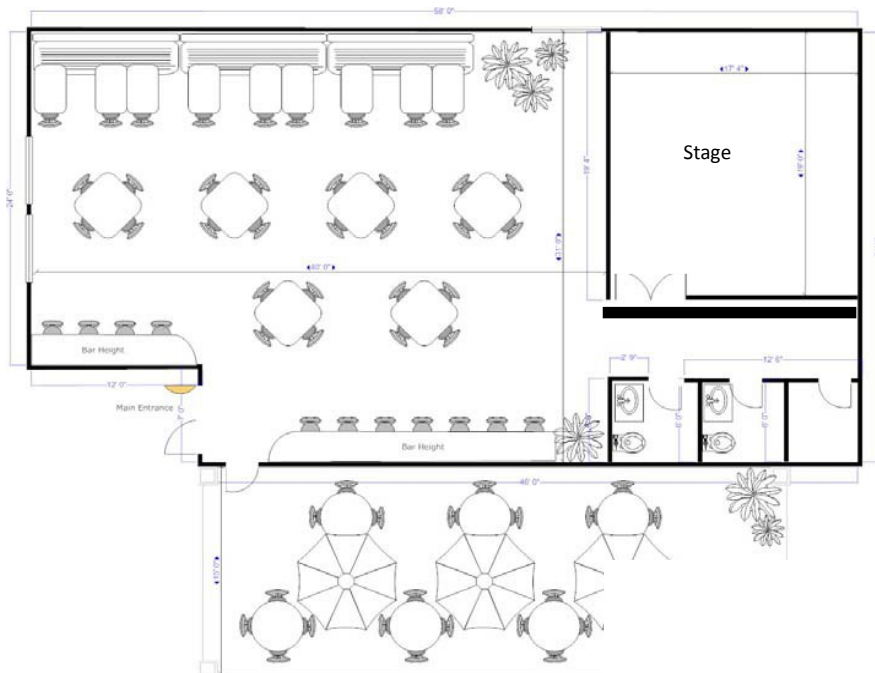
Outdoor Area Diagrams shall also include the following, in addition to the information above:

1. All outdoor areas accessible to and usable by building and non-building occupants including yards, patios, cafes, courts, dog areas, rooftops and other similar outdoor areas
2. Umbrellas, planters, stanchions, fences, lights, signs, etc.
3. Planted, groomed or landscaped areas adjacent to the outdoor area
4. Heating elements and location of storage area for gas cylinders
5. There must be 5% or a minimum of one table which is ADA accessible.
6. Access and Egress: Your business plan should describe how this will be controlled.

DBA: Living the Dream  
Address: 1313 Mockingbird Lane  
Building Name: Empire State Contact  
Applicant: Doe John  
Telephone: 612-555-5555

**Interior**  
Sq Footage: 6000 sq ft  
Dining Sq Footage: 5000 sq ft  
Seating Capacity: 53  
6 Tables (4' x 4') – all accessible  
24 Chairs  
9 Booths (2' x 4') w/ seating for 18  
Bar Area (800 sq ft)  
Occupant Load: 60

**Exterior**  
Sq Footage: 2000 sq ft  
Dining Sq Footage: 1800 sq ft  
Seating Capacity: 24  
6 Tables (4' x 4') – all accessible  
24 Chairs  
Occupant Load: 40  
Prepared by: M. I. Tech  
The Architects, LLC



Minneapolis Police Department

**DATA PRIVACY ADVISORY**

The Minnesota Data Practices Act requires that you be advised of the following information:

As an applicant for a Minneapolis business license, you are asked to provide private and/or confidential information about yourself that will be used to check driving history, criminal history, arrest records, warrant information, and other relevant records.

You may refuse to provide this information. However, should you refuse, our investigation cannot be completed and will result in your application not being processed.

The information you provide is public and will be used by the **Minneapolis Police Department, License Inspection Unit** and/or the **Minneapolis Division of Licenses and Consumer Services, the Minneapolis City Council, and the general public.**

**AUTHORIZATION FOR RELEASE OF INFORMATION  
(ONLY PRINT OR TYPE LEGIBLY)**

**This AUTHORIZATION FOR RELEASE OF INFORMATION will expire two years from the date you signed it.**

Applicant \_\_\_\_\_  
Last Name First Name Middle Name

Also Known As \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**I HAVE READ AND UNDERSTAND THE ABOVE DATA PRACTICES ADVISORY.**

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