

License Application Guidelines and Checklist

License Type: Expansion of Premises – Permanent
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DEFINITION: The expansion of business operations either internally affecting the area where liquor is served or outdoors for food and/or beverage alcohol services. Applicants must have a current license in good standing.

Staff Initials	Application Checklist Applications will not be accepted until all requirements have been satisfied.
	<input type="checkbox"/> 1. Supplemental Change Form (Form #1)
	<input type="checkbox"/> 2. Zoning Addendum for Beverage Alcohol (Form #2) Take to the Zoning Department – 250 South 4 th Street, Room 300 Public Service Center. Floor plans and site plan may be required for approval.
	<input type="checkbox"/> 3. Amended Business Plan (Form #3) - Outside the Downtown area, outdoor entertainment is restricted to Class D/E allowing up to one non amplified musician.
	<input type="checkbox"/> 4. Source of Funds Statement – Beverage Alcohol (Form #4)
	<input type="checkbox"/> 5. Attach an 8 1/2" x 11" drawing of the premises including both the interior and outdoor areas with changes highlighted. See Sample Form #6.
	<input type="checkbox"/> 6. Outdoor Expansion – Is any part of your expansion on the public right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, the area must be compact and contiguous to the permanently licensed premises. Complete a Sidewalk Café license application .
	<input type="checkbox"/> 7. Lease – Attach a copy of the lease authorizing use of the area.
	<input type="checkbox"/> 8. Notification of the type of license; address of premises; applicant’s name, address and telephone number; and Business Plan. Attach copies of letters or emails that have been sent to: <input type="checkbox"/> City Council Member <input type="checkbox"/> Neighborhood Organization(s) and <input type="checkbox"/> Business Association(s) . See sample letter .
	<input type="checkbox"/> 9. SAC Determination Letter – attach a copy.
	<input type="checkbox"/> 10. Fee: \$ _____

This Section To Be Completed by a Minneapolis Development Review Coordinator

DC: _____ MDR Log # _____ Risk Category: _____

Check the following that are required at initial review. Additional inspections/permits may be required for this license.

Plumbing Permit Mechanical Permit Bldg Permit Sidewalk Inspection PDR Review

_____ SAC Determination Letter Required: Yes No

Date Sent to EH _____
EH Staff Initials _____

Date Sent to EM _____
PCAB# _____

EM Initials _____
Date Returned to MDR _____

Additional Requirements

Your Application

- a. Incomplete applications will be returned.
- b. All applications must be signed by an owner, partner or principal.
- c. Make a duplicate copy of this packet for your personal records before submitting.
- d. If you have questions, talk to License Staff at 250 South 4th Street, Room 300 Public Service Center.

Public Hearing

This may be required and will be scheduled by your License Inspector.

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.



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

#1

For Office Use Only

License #: _____
 CSR: _____
 Fee: \$ _____
 Date: _____
 Inspector: _____
 MPD File #: _____

Supplemental Change Form

TYPE OF LICENSE CHANGE		
<input type="checkbox"/> Amending a Business Plan/Downgrade	<input type="checkbox"/> Internal Transfer of Shares	<input type="checkbox"/> Special All Night Bowling/Pool/Billiards
<input type="checkbox"/> Corporate Stock Purchase	<input type="checkbox"/> New Corporate Officer	<input type="checkbox"/> Special Late Night Food
<input type="checkbox"/> Downgrading License(Entertainment)	<input type="checkbox"/> New Manager	<input type="checkbox"/> Upgrading License (Entertainment)
<input type="checkbox"/> Expansion of Premises	<input type="checkbox"/> New Shareholder/Partner	<input type="checkbox"/>
BACKGROUND INFORMATION		
I, _____, as <input type="checkbox"/> Owner <input type="checkbox"/> Partner, on behalf of _____ <div style="text-align: right; font-size: small;">(Legal Corporation Name of Business)</div> request the following (detailed description): 		
Business Name (DBA)		Business Address
Business E-mail Address		Alternative E-mail Address
Business Telephone Number	Cell Phone Number	Type and Class of License Currently Held
VERIFICATION		
SIGNATURE _____ TITLE _____ DATE _____		
THIS SECTION IS TO BE COMPLETED BY THE CITY OF MINNEAPOLIS		
The Minneapolis Police Department Recommends: <input type="checkbox"/> Approve <input type="checkbox"/> Deny Signature of Minneapolis Police Department Representative _____ Comments:		
The Minneapolis License Department Recommends: <input type="checkbox"/> Approve <input type="checkbox"/> Deny Signature of Minneapolis License Department Representative _____ Comments:		

OFFICERS, DIRECTORS, and/or STOCKHOLDERS

Attach additional sheets if necessary

Publicly held corporations need list only shareholders with 10 percent of more corporate stock.

Name	Address	Telephone	Title	# Shares or % of Ownership

I, _____ the undersigned, do hereby declare under the penalty of perjury that as of this date, the
(print name)
following is a true and complete list of all officers, directors, and stockholders of this corporation or partners of this partnership.

Signature _____ Title _____ Date _____

Note: If there has been any change listed above since your last application, you must attach a certified copy of the minutes of the meeting as documentation.



Zoning Addendum for Beverage Alcohol Establishments

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.

===== **SECTION 1: COMPLETED BY APPLICANT** =====

Legal Corporate Name of Business _____ Trade Name (DBA) _____

Proposed Business Address _____

Contact Person _____ Telephone _____

License Status: <input type="checkbox"/> New <input type="checkbox"/> Upgrade <input type="checkbox"/> Downgrade	Current License Type and Number (if applicable): _____
Type of Establishment: <input type="checkbox"/> Restaurant <input type="checkbox"/> Hotel <input type="checkbox"/> Night Club <input type="checkbox"/> Other: _____	
Type of License Requested: <input type="checkbox"/> Liquor <input type="checkbox"/> Wine <input type="checkbox"/> Strong Beer <input type="checkbox"/> 3.2 Beer <input type="checkbox"/> On-Sale <input type="checkbox"/> Off-Sale <input type="checkbox"/> Growler <input type="checkbox"/> Taproom	
Class of Entertainment Requested: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C-1 <input type="checkbox"/> C-2 <input type="checkbox"/> D <input type="checkbox"/> E	
Entertainment: Check and describe all categories of entertainment you are planning to provide on your premises. <input type="checkbox"/> No Entertainment. <input type="checkbox"/> 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. <input type="checkbox"/> General Entertainment: Other forms of entertainment which do not meet the definition above. Examples include two or more comedians, bands with amplified musical instruments, patron dancing, plays, shows, contests, etc. Describe below. <input type="checkbox"/> 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.	
The following are required by the City Planner for review of your application. 1. Scaled and dimensioned floor plan and 2. Site plan detailing parking and other improvements	

===== **SECTION 2: COMPLETED BY CITY PLANNER** =====

Zoning district _____ Proposed land use(s) _____

Are there any 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.

The proposed property has the following contiguous acreage: Seven Acres (On Sale) Five Acres (Off Sale) Less than Seven Acres (Charter Wine)

===== **SECTION 2: CONTINUED** =====

Based upon the attached floor plan, list the Gross Square Footage _____ Net Square Footage _____

Off Street Parking Requirements

Is parking required by the Zoning Code? Yes No If, yes, complete the following questions. If no, skip to comments.

Number of Parking spaces required by the Zoning Code: _____

Does applicant have non-conforming rights to off-street parking? Yes No If yes, number of stalls: - _____

Has applicant applied for a parking variance? Yes No If yes, for how many spaces: - _____

NET number of parking spaces applicant is required to provide on site: _____

Total _____

Does the applicant intend to supply any of the required off-street parking at a nearby location? Yes No

If yes, a Shared Parking Agreement must be completed. See land use approvals above.

Address of off-site parking: _____ Owned Leased

Note to Applicants: You may be subject to a greater number of off-street parking spaces than required by the Zoning Office. This will be verified by your License Inspector.

Comments _____

Are there any outstanding Zoning Enforcement Requests for Service on the property? Yes No

If yes, provide a brief description of any Zoning Enforcement issues relevant to the proposed licensure. _____

Name of CPED Planning Staff _____ Date _____

Signature _____ Extension _____

===== **SECTION 3: COMPLETED BY LICENSE INSPECTOR** =====

Is the main entrance within five hundred (500) feet from residentially zoned property? Yes No

Is the main entrance of the off-sale liquor establishment within three hundred (300) feet from the main entrance of any building space that is used primarily and regularly for any public or parochial school or church? Yes No N/A

Is the off-sale liquor establishment outside of the B4 Zoning District? Yes No N/A If yes, is the main entrance over 2000 feet away from the nearest existing off-sale liquor establishment's main entrance? Yes No

Business Plan Amendments - Establishments with Beverage Alcohol

1. Food Service

- List all the food that you will prepare and/or serve. Include prices.
- Describe kitchen, bar, and cooking equipment; and/or attach Food Plan Review.
- No changes.

2. Alcohol Server Training Plan – MCO 370.10 and 362.360

- Describe staff training including name of trainer and topics covered. A list of [programs](#) is available on our website.
- Ongoing and regular training programs.
- Policy for carding and the use of electronic [ID Scanners](#).
- Reward and discipline policy for serving alcohol to minors and
- Self audits.
- No changes.

3. Security Plan/Staffing Model – MCO 259.250

- Attach your security plan which addresses how you will take appropriate action to prevent illegal conduct from anyone on your business premises and/or parking areas.
- No changes.

4. Hours of Operation

- Hours for every day of the week.
- Inside and outside hours.
- No changes.

5. Entertainment

- Prepare a detailed statement of the nature of entertainment presented in your establishment.
- Days and hours of the entertainment and
- Identify the age group at which the entertainment is directed.
- No changes.

6. Community Impact Plan

- Describe how your establishment will be proactive in preventing negative secondary effects directly attributable to the existence of the business.
- Attach a detailed plan which explains how your establishment will address potential [noise](#) issues. (MCO 389)
- Attach a plan for cleaning litter within a 100 foot radius of your establishment. Include hours staff will be assigned. (MCO 259.125).
- Indicate the types of teams you may sponsor: softball, broomball, soccer, rugby, football, or other competitive sports.
- No changes.

7. Charitable Gambling Activities

- Identify the types of games.
- Hours.
- Gambling Manager and
- Name of Charity.
- 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 reflection of the undersigned's intentions;
- any material change in the business plan must be submitted to and approved by the Minneapolis City Council before implementation;
- violation of this business plan may result in suspension, revocation, or refusal to renew the license or in a civil fine as determined by the Minneapolis City Council.

Signature _____ 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/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

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.

Signature Title Date



City of Minneapolis
Licenses and Consumer Services
 350 South 5th Street – Room 1
 Minneapolis, MN 55415–1391
 Phone: 612-673-3001

Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

An applicant must report all costs and fund sources associated with pursuing this license in order 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** of your specific costs and sources of funds. Attach additional sheets if necessary.

APPLICANT’S NAME: _____		BUSINESS NAME: _____	
Building Expenses (lease, equipment purchases, down payments, asset agreement, etc.)			
\$ _____	for _____		
\$ _____	for _____		Subtotal \$ _____
Construction Expenses (upgrading cooking equipment, installation, remodeling, etc.)			
\$ _____	for _____		
\$ _____	for _____		Subtotal \$ _____
Professional Expenses (attorney fees, architect fees, consultant fees, etc.)			
\$ _____	for _____		
\$ _____	for _____		Subtotal \$ _____
Start Up Costs (insurance, license fees, inventory, etc.)			
\$ _____	for _____		
\$ _____	for _____		Subtotal \$ _____
Other Expenses (payroll, insurance, SAC charges, other)			
\$ _____	for _____		
\$ _____	for _____		Subtotal \$ _____
TOTAL COSTS for pursuing this License:			\$ _____

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. Sample listed below.

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