

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

Expiration: July 1 License Codes: 279(A); 280(B) Rev Code: 311008 MCO: 321

Adm Issuance: Yes

License Type: Secondhand Goods

DEFINITION: The selling or receiving of tangible personal items, excluding motor vehicles, previously owned, used, rented or leased.

Class A: 400 or more reportable transactions per year. Class B: 399 or fewer reportable transactions per year. See page 2. A license is required for Antique Dealers, Antique Mall Operators and Auction House Dealers. One license is required for an establishment with multiple vendors utilizing a single cash register for all transactions.

A license is not required for the following: 1) Garage, yard or estate sales held on private property of the seller or property owned, leased or rented by a charitable organization; the occupant owns the items offered for sale and none of the items were purchased for resale or consignment; the owner conducts the sale and receives the proceeds; sales do not exceed seventy-two (72) consecutive hours; and there are no more than two (2) sales in any twelve (12) month period. 2) Sales of books, magazines, post cards, postage stamps or philatelic material; 3) Sales by licensed Precious Metals Dealers, Pawnbrokers, Used Auto Parts Dealers, Exhibitors or Municipal Market Operators.

	Application Checklist						
	Submit completed items below to:						
Staff	Minneapolis Development Review						
Initials	250 South 4 th Street, Room 300 Public Service Center, Minneapolis, MN 55415						
	Free Parking						
	1. License Application (Form #1)						
	2. Zoning Addendum (Form #2)						
	3. Supplemental Affidavit (Form #3): Applicant; manager(s); and each owner, partner, officer and						
	shareholder who owns 10% or more corporate stock unless the company is publicly traded must complete and						
	Attach a copy of their driver's license or government issued ID.						
	4. \$5,000 Bond (Form #4) – See page 2 for requirements.						
	Not required for Class B.						
	5. Ownership Information:						
	Proprietorship: Provide a copy of certificate of assumed trade name.						
	Partnership or Shareholder: Provide a copy of the signed and executed partnership agreement.						
	Corporation: Provide a copy of the Certificate of Incorporation, Articles of Incorporation, by-laws and						
	Certificate of Authority if a foreign corporation.						
	6. True and complete copy of the executed lease agreement, contract for the business and/or building.						
	7. Proof that real estate taxes are paid. Contact Hennepin County. (612)348-3011 taxinfo@co.hennepin.mn.us						
	8. Fee: plus New License Surcharge						

Your License Application:

- a. Incomplete applications will be returned. All applications must be signed by an owner, partner or principal.
- b. Make a duplicate copy of this packet for your personal records before submitting. Licenses are not transferable.
- c. Minnesota Sales Tax ID Number or 651-296-6181. No license will be issued for a period longer than one year.
- d. If you are applying for multiple licenses, applications may be combined. Talk to License Staff at 300 Public Service Center.

Hours of Operation – 1C City Hall: Mondays – Thursdays: 8:00 am – 4:00 pm. Fridays: 10:00 am – 4:00 pm. **Information in Other Languages:** Para asistencia 612-673-2700. Rau kev pab 612-673-2800. Hadii aad Caawimaad u baahantahay 612-673-3500.

Reportable Transactions Defined in the Minneapolis Code of Ordinances, Chapter 321.110

- (a) Reportable transactions. Except for items received through consignment, or for which payment in full is made with a credit or voucher redeemable for merchandise from the dealer, every dealer shall report daily, to the police department, any recordable transaction in which one (1) or more of the following items is received, regardless of the purchase price, asking price if consigned or brokered, or value attributed to it if accepted in trade:
 - (1) Any item with a unique identifier.
 - (2) Items containing precious metals.
 - (3) Items containing precious gems.
 - (4) Firearms.
 - (5) Any of the following items for which the dealer paid twenty-five dollars (\$25.00) or more, in cash or other consideration, or which the dealer intends to offer for sale, or broker, for fifty dollars (\$50.00) or more.
 - a. Electronic audio equipment.
 - b. Electronic video equipment.
 - c. Musical instruments.
 - d. Photographic and optical equipment.
 - e. Electronic office equipment.
 - f. Computers, monitors, printers, scanners and computer hardware.
 - g. Cellular telephones and pagers.
 - h. Outboard motors, inboard drives, and powered golf carts.
 - i. Electric and gas powered yard or garden equipment and tools.
 - j. Electric, pneumatic or hydraulic powered construction or mechanic's equipment or tools.
 - (6) Sporting equipment limited to bicycles, golf clubs, snow boards, skis, ski boots and hockey goalie pads, regardless of the purchase price, asking price if consigned or brokered, or value attributed to them if accepted in trade, or any other item for which the secondhand dealer paid one hundred dollars (\$100.00) or more, in cash or other consideration, or which the secondhand dealer intends to offer for sale, or broker, for two hundred dollars (\$200.00) or more.
 - (7) Architectural elements, lighting fixtures or lamps that are, or contain, stained, etched, leaded, beveled or art glass, limited to those which the secondhand dealer paid one hundred fifty dollars (\$150.00) or more, in cash or other consideration, or which the secondhand dealer intends to offer for sale, or broker, for three hundred dollars (\$300.00) or more.
 - (8) Artist signed or artist attributed works of art, other than architectural elements, lighting fixtures or lamps, limited to those for which the secondhand dealer paid two hundred fifty dollars (\$250.00) or more, in cash or other consideration, or which the secondhand dealer intends to offer for sale, or broker, for five hundred dollars (\$500.00) or more.

\$5,000 Bond

- 1. Information must be on the attached City of Minneapolis Bond Form. This is a continuous bond and valid until cancelled.
- 2. The amount of the bond must be the same as the amount listed above.
- 3. The name of the licensee and the principal on the bond must be the same.
- 4. Bond must be signed and notarized by the principal and the agent/surety. There must be two witnesses for each signature.
- 5. Bond must include an acknowledgement of surety and the agent's power of attorney.



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For Office Use Only				
License # L				
CSR:				
Fee: \$				
Date:				

License Application

1. BACKGROUND INFORMATION					
Name of Person filling out this application (Last, First, Middle) MN Sales Tay ID, Social Security, or Individual Tay ID.	As an Applicant/License Starting a new busin Starting a new busin Taking over an exist	ness in a new bu ness in an existin	g building.	•	
Number	es Tax ID, Social Security, or Individual Tax ID Name of existing business:			ew License)	
Legal/Corporate Name of Business	Trade Name(DBA)		Business	Telephone	
Business Address	City		State	Zip Code	
Mailing Address (If different than Business Address)	City State Zip Code			Zip Code	
Name of Person Filling out the Application	Title		Telephon	e Number	
E-mail Address (Required)	I Address (Required) Fax Number C			e Number	
Type of Ownership: Corporation LLC Sole Proprietor Partnership Non Profit Is this business publicly traded? Yes No	State of Incorporation Da		Date of In	Date of Incorporation	
	DATE MACMADEDS (***				
2. PARTNERS, OWNERS, AND CORPO	-				
Full Name: Last, First, Middle	Telephone	Date of Birth	Title/% of	Ownership	
Home Address	City	State	Zip Code		
Full Name: Last, First, Middle	Telephone	Date of Birth	Title/% of	Ownership	
Home Address	City	State	Zip Code		
Full Name: Last, First, Middle	Telephone	Date of Birth	Title/% of	Ownership	
Home Address	City	State	Zip Code		
Have any of the people listed above been convicted of a lifyes, please provide or attach specific information about		,	,		

3. COMPANY OPERATIONS				
Square Footage for Business Use			Hours of Operation	
Describe in detail the principal pro	ducts. types of ente	ertainme	nt. and/or services rendered.	
	, .,,,		,,	
List any licenses you currently have	e or previously neid	in Minn	eapolis (Business or Individual).	
Have you ever had a business licen		-	-	
If Yes, Indicate the Date of Denial/	Revocation, Govern	iment Ag	gency, and Reason for Denial or Rev	ocation.
Are you planning or have you com	pleted any construc	tion or	Name of Contractor or Building N	/lanager
remodeling? TYES NO				
Explain the scope of the remodeling	g or construction.			
	4. WO	RKERS C	OMPENSATION	
Workers' Compensation Company		ı	Number	Dates of Coverage
-				_
		0	DR:	
I certify that I am not required to c				
proprietor and I have no employee				
employees who are specifically exe spouse, parents, and children rega				
covered.	ruless of age. All of	ilei woik	ters whose work is controllable by	ine employer must be
		5. VEI	HICLES	
Will there be vehicles used in the k	ousiness? YES	☐ NO		
Year/Make/Model	Vehicle Company	ID#	VIN Number	License Plate # / State
		_	FICATION	1.0 0 1.
The data you furnish on this applic		-	ry of Minneapolis to assess your qu required to provide this data; how	
	•		•	•
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 SIGN	IATURE IS REQUIRE	D IN ORD	DER TO PROCESS THIS APPLICATION	l
I (print nama)			eoutifu ou doclore	dar nanaltu af narium undar
I, (print name)	that the foregoing	is true a		der penalty of perjury under subject to verification by
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	



City of Minneapolis Community Planning & Economic Development Planning Division 250 South 4th St. Room 300 Minneapolis MN 55415-1316 Telephone 612-673-3000 or 311 Fax 612-673-2526

Zoning Addendum

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.

. Legal Corporate Name of Business	Trade Name (DBA)
. Proposed Business Address	
. Contact Person	entertainment you are planning to provide on your premises.
	entertainment you are planning to provide on your premises.
No entertainment.	dings standalling live sale comparisons alectronically reproduced music (TV radio
	dings, storytelling, live solo comedians, electronically reproduced music (TV radions) as is the size of the s The size by five or fewer musicians, and group singing participated in by patrons of the size of the size of t
establishment. No patron dancing. Describe bek	
	nment which do not meet the definition above. Examples include two or more
comedians, bands with amplified musical instrum	nents, patrons dancing, plays, shows, contests, etc. Describe below.
	ned or in attire/costume which exposes any portion of female breasts
and/or male or female genitals (nude or semi-nu	ide). Describe below.
======================================	N IS TO BE COMPLETED BY CITY PLANNER =============
. Zoning district: Propos	ed land use(s):
. Are there any existing land use approvals for this add	
If Yes, provide a brief description of any land use hist	
-	
. Comments:	
. Is an inspection by Zoning Enforcement Staff required	d?
· · · · · · · · · · · · · · · · · · ·	IS TO BE COMPLETED BY ZONING INSPECTOR ==============
. Is the site in compliance with all existing Conditions of	
	TAPPIOVAL: TES TIME II NO, LIST requirements for compliance.
. is the site in compliance with an existing conditions t	
. is the site in compliance with all existing conditions c	
. is the site in compliance with all existing conditions t	
O. Comments:	
	DATE EXT



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SUPPLEMENTAL AFFIDAVIT - SECONDHAND GOODS

This form must be completed, signed and sworn to by each applicant, manager, owner, partner, corporate officer and shareholder with more than ten (10) percent of the corporate stock unless stock is publicly traded. Make additional copies if necessary.

1. BACKGROUND INFORMATION					
Name of Business	1. 0/	Business Address			
NAME (Last, First, Middle)					
	rst names, or middle name	s you have ever used or been known	by:	T _	
Name		City, State, Zip Code		Dates	
Name		City, State, Zip Code		Dates	
Name		City, State, Zip Code	City, State, Zip Code		
	2. FIVE YEAR RE	SIDENTIAL AND EMPLOYMENT	HISTORY		
A. FIVE (5) YEAR RESIDENCE	CE HISTORY				
Home Address		City, State, Zip Code		Dates	
Home Address		City, State, Zip Code		Dates	
Home Address		City, State, Zip Code	City, State, Zip Code		
Home Address		City, State, Zip Code	City, State, Zip Code		
Home Address		City, State, Zip Code	City, State, Zip Code		
	ATTAC	H ADDITIONAL SHEETS IF NECESSRY			
B. FIVE (5) YEAR EMPLOYN	MENT HISTORY				
Business Name	Type of Business	Business Address	Title	Dates	
Business Name	Type of Business	Business Address	Title	Dates	
Business Name Type of Business		Business Address	Title	Dates	
Business Name Type of Business		Business Address	Title	Dates	
Business Name	Type of Business	Business Address	Title	Dates	
Business Name	Type of Business	Business Address	Title	Dates	
	ΔΤΤΔCΗ	ADDITIONAL SHEETS IF NECESSARY	<u> </u>	-	

Continued on Next Page

C. FIVE (5) YEAR BUSINESS HISTORY: PROVIDE THE FOLLOWING INFORMATION A FINANCIAL INTEREST (OTHER THAN PUBLICLY TRADED STOCK)	N REGARDING BUSINESSES YOU HAVE C	WNED OR HAD		
Business Name	Role / % of Ownership	Dates		
Dusiless Name	Kole / % of Ownership	Dates		
Address	City, State	Zip Code		
Name of Partner/Associate and Home Address	City, State	Zip Code		
Name of Partner/Associate and Home Address	City, State	Zip Code		
Name of Partner/Associate and Home Address	City, State	Zip Code		
Business Name	Role / % of Ownership	Dates		
Address	City, State	Zip Code		
Name of Partner/Associate and Home Address	City, State	Zip Code		
Name of Partner/Associate and Home Address	City, State	Zip Code		
Name of Partner/Associate and Home Address	City, State	Zip Code		
ATTACH ADDITIONAL SHEETS IF	NECESSARY			
Address where Records are stored:				
Are you a firearms dealer? Yes No If yes, Federal ID Number:				
3. DATA PRIVACY				
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 which 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. This AUTHORIZATION FOR RELEASE OF INFORMATION will expire two years from the date you signed it.				
4. VERIFICATION				
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 have read and understand the above Data Privacy Advisory.				
SIGNATURE DATE				
TO BE COMPLETED BY MINNEAPOLIS POLICE LICENSE INVESTIGATION DIVISION Applicant(s) appear to meet the minimum licensing standards. Yes No				
Ву:	Date:			



STATE OF MINNESOTA COUNTY OF HENNEPIN

SS.

COUNTY OF HENNEPIN J		
KNOW ALL MEN BY THESE PRESENTS, That	we,	, as principal, and
KNOW ALL MEN BY THESE PRESENTS, That	a corporation organized and ex	isting under the laws of the State of
, duly	licensed and authorized to transac	t a corporate surety business in the State
of Minnesota, as surety, are held and firmly boun		
Hennepin and State of Minnesota in the sum of		
United States of America, for the payment of which	The state of the s	
jointly and severally bind ourselves, or successors, he	eirs, executors and administrators, f	irmly by these presents.
The condition of this obligation	are such that, whereas	the above named principal,
		license to do business as a
day in, A.D. 20, and where		
thereafter to carry on said business;		
NOW, THEREFORE, in case such li	cense shall be issued, if	said above bounden principal,
		serve the ordinances of said City of
Minneapolis in relation to		
and shall well and truly account for and deliver to ar	ny person legally entitled thereto an	y goods, wares or merchandise, article or
things which may come into his hands through his b	usiness as such	or in lieu
thereof shall well and truly pay in money to such pe	rson or persons the reasonable val	ue thereof, then this obligation to be null
and void; otherwise to be and remain in full force an	d effect.	
DDOMBED HOMEVED this book as a second		been been to a constant and about the advance of a
PROVIDED, HOWEVER, it is hereby express		=
construed to reduce the liability hereunder below t		
each and every succeeding annual license period for		
sum were executed for each and every separate lice		=
the surety hereon to any and all persons incurred in	any one or the license period shall r	iot exceed the above stated penal sum.
IT IS FURTHER PROVIDED, that it is the int	ention of the parties that this hope	d is to be a continuing hand furnished as
required for the issuance of the license for the curr		
time upon giving the said principal and the Departr		
written notice, said notice to be served by registere		
accrued, prior to the termination of this said 30 days		
IN WITNESS WHEREOF, we have hereun	to set our hands and seals this _.	, day of, A.D.
20		
Cinnad Carlad and Dalimand		
Signed, Sealed, and Delivered in the Presents of:		
in the Presents of.		
		(SEAL)
		(SEAL)
As to Principal	Principal	(JLAL)
7.0 to 1 meipui	Tilleipai	(SEAL)
		, ,
		(SEAL)
As to Surety	Surety	

ACKNOWLEDGEMENT OF PRINCIPAL (INDIVIDUAL)

		IINNESOTA HENNEPIN	}	SS		
On	this			day		, A.D. 20, before me appeared, to me known to be the person described in and who executed the foregoing
inst	rument,	and acknov	vledge	ed that h		ed same as his own free act and deed.
						Notary Public, Hennepin County, Minnesota
						My Commission expires
					<u>ACKN</u>	NOWLEDGEMENT OF PRINCIPAL (PARTNERSHIP)
		IINNESOTA HENNEPIN	}	SS		
On	this			day	of _	, A.D. 20, before me appeared, doing business as
	execut partner		going i	instrum	ent, and a	(firm or partnership name), to me known to be the persons described in and acknowledged that they executed the same as their free act and deed and the act of
						Notary Public, Hennepin County, Minnesota
						My Commission expires
					ACKNOV	WLEDGEMENT OF PRINCIPAL (CORPORATION)
		IINNESOTA HENNEPIN	}	SS		
On	this			day	of _	, A.D. 20, before me appeared , to me personally
kno	wn, who	being by m	ne dul	y sworn	did say th	and, to me personally nat they are respectively the, the corporation described in and who leal affixed to the foregoing instrument is the corporate seal of said corporation; that
exec	cuted th instru	e foregoing Iment was	instru exed	ument; t	hat the se	eal affixed to the foregoing instrument is the corporate seal of said corporation; that f of said corporation by authority of its Board of Directors; and said and acknowledged said
insti	rument	to be the fre	ee act	and dee	ed of said	corporation.
						Notary Public, Hennepin County, Minnesota
						My Commission expires