



**City of Minneapolis**  
**Licenses and Consumer Services**  
 350 South 5<sup>th</sup> Street – Room 1C  
 Minneapolis, MN 55415–1316  
 Phone: 612-673-2080  
 Fax: 612-673-3399 - TTY: 612-673-2157  
[www.minneapolismn.gov/business-licensing](http://www.minneapolismn.gov/business-licensing)

## License Application Guidelines and Checklist

DBA:
Expiration: July 1
License Code: 38
Rev Code: 311008
<a href="#">MCO</a> : 322
Adm Issuance: NO
LICENSE ID #
CSR:

### License Type: Precious Metal Dealer

DEFINITION: Any person, partnership or corporation, either as principal or agent, who engages in the business of buying or selling secondhand items containing precious metals, including but not limited to jewelry, watches, coins, eating utensils, candlestick holders, decorative objects and ingots. An ingot is a metal that is cast into a shape suitable for further processing. Precious Metal includes gold, silver and platinum. Jewelry stores or coin shops that buy or trade items containing precious metals require a license.

Staff Initials	<b>Application Checklist</b> Submit completed items below to: <a href="#">Minneapolis Development Review</a> 250 South 4 <sup>th</sup> Street Room 300 Public Service Center Minneapolis, MN 55415
	<input type="checkbox"/> <b>1. License Application</b> (Form #1)
	<input type="checkbox"/> <b>2. Zoning Addendum</b> (Form #2)
	<input type="checkbox"/> <b>3. Supplemental Applications/Affidavit</b> completed by each owner, partner, corporate officer and shareholder. (Form #3)
	<input type="checkbox"/> <b>4. Data Privacy Form</b> authorizing the release of criminal history information for each owner, partner, corporate officer and shareholder. (Form #4)
	<input type="checkbox"/> <b>5. \$5,000 Bond</b> (Form #5)
	<input type="checkbox"/> <b>6. Ownership Information:</b> <input type="checkbox"/> Proprietorship: Provide a copy of certificate of assumed trade name. <input type="checkbox"/> Partnership or Shareholder: Provide a copy of the signed and executed partnership agreement. <input type="checkbox"/> Corporation: Provide a copy of the Certificate of Incorporation, Articles of Incorporation, by-laws and Certificate of Authority if a foreign corporation.
	<input type="checkbox"/> <b>7. True and complete copy of the executed lease agreement, contract for the business and/or building.</b>
	<input type="checkbox"/> <b>8. Preliminary plans</b> showing design of premises to be licensed.
	<input type="checkbox"/> <b>9. Proof that real estate taxes are paid.</b> Contact Hennepin County. (612)348-3011 <a href="mailto:taxinfo@co.hennepin.mn.us">taxinfo@co.hennepin.mn.us</a>
	<input type="checkbox"/> <b>10. Fee:</b> _____ plus <a href="#">New License Surcharge</a> : _____

#### 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.

#### Bond

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

**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.



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FOR OFFICE USE ONLY:
LICENSE ID #:
LIC CLERK:
FEE: \$
DATE:

LICENSE APPLICATION

1. BACKGROUND INFORMATION

Type of License
Minnesota Sales Tax ID Number, Social Security Number, or Individual Tax ID Number
Legal Corporate Name of Business
Business Address/Location
Mailing Address (if Different than Business Address)
Name of Person Filling out this Application
E-mail Address
Name of Manager and Home Address
Type of Ownership: Sole Proprietor, Corporation, Partnership, LLC, Non-Profit
Date of Incorporation
State of Incorporation

Is this business publicly traded? Yes No

2. LIST ALL OWNERS, PARTNERS AND CORPORATE MEMBERS (Attach additional sheet if necessary.)

Full Name: First, Middle, Last
Date of Birth
% of Ownership
Telephone Number
Home Address
City
State
Zip Code
Full Name: First, Middle, Last
Date of Birth
% of Ownership
Telephone Number
Home Address
City
State
Zip Code
Full Name: First, Middle, Last
Date of Birth
% of Ownership
Telephone Number
Home Address
City
State
Zip Code
Full Name: First, Middle, Last
Date of Birth
% of Ownership
Telephone Number
Home Address
City
State
Zip Code

Have any of the above people been convicted of a crime? Yes No

If Yes, please provide (or attach) dates and conviction specifics.

**3. BUSINESS INFORMATION**

Square Footage for Business Use

Hours of Operation

Describe in detail the principal products, types of entertainment or services rendered.

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

Have you ever had a business license denied or revoked by Minneapolis or another government entity?  Yes  No  
If Yes, indicate date of denial/revocation, government agency, reason for denial or revocation.

Are you planning or have you completed any construction or remodeling?  Yes  No

Name of Contractor or Building Manager

Explain the scope of the remodeling or construction:

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.

**4. VEHICLES**

Will there be vehicles used in the business?  Yes  No (Attach additional sheets if necessary)

Year/Make/Model	Vehicle Company ID Number	VIN Number	License Plate Number (State)

**5. 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 Social Security number, Minnesota Tax ID 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. Upon submission of this application, all information 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.

SIGNATURE OF APPLICANT \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_



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

#2

**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 **Minneapolis Development Review 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 Planning Department and/or City Planning Commission is required before an official license will be approved by the Minneapolis City Council.

===== **THIS SECTION IS TO BE COMPLETED BY THE APPLICANT** =====

- 1. Name of Business: \_\_\_\_\_
- 2. Proposed Business Address: \_\_\_\_\_

===== **THIS SECTION IS TO BE COMPLETED BY CITY PLANNER** =====

- 3. Zoning district: \_\_\_\_\_ Proposed land use(s): \_\_\_\_\_
- 4. Are there any existing 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. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 5. Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 6. Is an inspection by Zoning Enforcement Staff required?  YES  NO

===== **THIS SECTION IS TO BE COMPLETED BY ZONING INSPECTOR** =====

- 7. Is the site in compliance with all existing Conditions of Approval?  YES  NO If No, List requirements for compliance:  
 \_\_\_\_\_  
 \_\_\_\_\_

- 8. Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CPED Planning Staff Signature: \_\_\_\_\_ DATE \_\_\_\_\_ EXT \_\_\_\_\_

===== **AUTHORIZED HOURS TO BE COMPLETED BY LICENSE INSPECTOR** =====

- R, OR, C1, C2, C3S, C4, and I: Sun - Thurs, 6:00 am to 10:00 pm; Fri - Sat, 6:00 am to 11:00 pm.
- Downtown and C3A: Sun - Thurs, 6:00 am - 1:00 am; Fri - Sat, 6:00 am - 2:00 am.



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#3

**SUPPLEMENTAL APPLICATION AFFIDAVIT**  
**ANTIQUÉ DEALER, ANTIQUÉ MALL OPERATOR, AUCTION HOUSE DEALER, EXHIBITION OPERATOR,**  
**PAWNBROKER, PRECIOUS METAL DEALER, AND SECONDHAND DEALER**

This form must be completed, signed and sworn to by each 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		Business Address		
NAME (Last, First, Middle):				
List all other last names, first names, or middle names you have ever used or been known by:				
Name	City, State, Zip Code		Dates	
Name	City, State, Zip Code		Dates	
Name	City, State, Zip Code		Dates	
2. FIVE YEAR RESIDENTIAL AND EMPLOYMENT HISTORY				
A. FIVE (5) YEAR RESIDENCE HISTORY				
Home Address		City, State, Zip Code		Dates
Home Address		City, State, Zip Code		Dates
Home Address		City, State, Zip Code		Dates
Home Address		City, State, Zip Code		Dates
ATTACH ADDITIONAL SHEETS IF NECESSARY				
B. FIVE (5) YEAR EMPLOYMENT 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
ATTACH ADDITIONAL SHEETS IF NECESSARY				
Continued on Next Page				

**C. FIVE (5) YEAR BUSINESS HISTORY: PROVIDE THE FOLLOWING INFORMATION REGARDING BUSINESSES YOU HAVE OWNED OR HAD A FINANCIAL INTEREST (OTHER THAN PUBLICLY TRADED STOCK)**

<b>Business Name</b>	<b>Role / % of Ownership</b>	<b>Dates</b>
<b>Address</b>	<b>City, State</b>	<b>Zip Code</b>
<b>Name of Partner/Associate and Home Address</b>	<b>City, State</b>	<b>Zip Code</b>
<b>Name of Partner/Associate and Home Address</b>	<b>City, State</b>	<b>Zip Code</b>
<b>Name of Partner/Associate and Home Address</b>	<b>City, State</b>	<b>Zip Code</b>
<b>Business Name</b>	<b>Role / % of Ownership</b>	<b>Dates</b>
<b>Address</b>	<b>City, State</b>	<b>Zip Code</b>
<b>Name of Partner/Associate and Home Address</b>	<b>City, State</b>	<b>Zip Code</b>
<b>Name of Partner/Associate and Home Address</b>	<b>City, State</b>	<b>Zip Code</b>
<b>Name of Partner/Associate and Home Address</b>	<b>City, State</b>	<b>Zip Code</b>

**ATTACH ADDITIONAL SHEETS IF NECESSARY**

**Address where Records are stored:**

**Are you a firearms dealer?  Yes  No If yes, Federal ID Number:**

**3. 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.**

**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**TO BE COMPLETED BY MINNEAPOLIS POLICE LICENSE INVESTIGATION DIVISION**

**Applicant(s) appear to meet the minimum licensing standards.  Yes  No**

**By: \_\_\_\_\_ Date: \_\_\_\_\_**



# Minneapolis Police Department

#4

## 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 \_\_\_\_\_

**City of Minneapolis, Minnesota**  
Department of Regulatory Services  
Division of Licenses & Consumer Services

**STATE OF MINNESOTA  
COUNTY OF HENNEPIN**

KNOW ALL MEN BY THESE PRESENTS, That we, \_\_\_\_\_, as principal, and \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, duly licensed and authorized to transact a corporate surety business in the State of Minnesota, as surety, are held and firmly bound unto the City of Minneapolis, a municipal corporation in the County of Hennepin and State of Minnesota in the sum of \_\_\_\_\_ Dollars, lawful money of the United States of America, for the payment of which sum well and truly to be made to said City of Minneapolis or its assigns, we jointly and severally bind ourselves, or successors, heirs, executors and administrators, firmly by these presents.

The condition of this obligation are such that, whereas the above named principal, \_\_\_\_\_, has duly applied for a license to do business as a \_\_\_\_\_ in the City of Minneapolis, Minnesota during the license year ending the first day in \_\_\_\_\_, A.D. 20\_\_\_\_, and whereas said principal proposes to apply for renewal licenses from year to year thereafter to carry on said business;

NOW, THEREFORE, in case such license shall be issued, if said above bounden principal, \_\_\_\_\_, shall well and truly observe the ordinances of said City of Minneapolis in relation to \_\_\_\_\_ and conduct his business in conformity thereto and shall well and truly account for and deliver to any person legally entitled thereto any goods, wares or merchandise, article or things which may come into his hands through his business as such \_\_\_\_\_ or in lieu thereof shall well and truly pay in money to such person or persons the reasonable value thereof, then this obligation to be null and void; otherwise to be and remain in full force and effect.

PROVIDED, HOWEVER, it is hereby expressly understood and agreed, that nothing herein contained shall be deemed or construed to reduce the liability hereunder below the above stated penal sum for the said license period, and the like sum for each and every succeeding annual license period for which said principal shall be licensed, the same as if a new bond in the same sum were executed for each and every separate license period. It is further expressly understood and agreed that the liability of the surety hereon to any and all persons incurred in any one of the license period shall not exceed the above stated penal sum.

IT IS FURTHER PROVIDED, that it is the intention of the parties that this bond is to be a continuing bond furnished as required for the issuance of the license for the current year and for each succeeding year. This bond may be cancelled at any time upon giving the said principal and the Department of Licenses and Consumer Services of the City of Minneapolis 30 days written notice, said notice to be served by registered mail, whereupon, except as to any liabilities or indebtedness incurred or accrued, prior to the termination of this said 30 days notice, the liability of the surety under this bond shall cease.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_.

Signed, Sealed, and Delivered

in the Presents of:

_____	_____ (SEAL)
_____	_____ (SEAL)
As to Principal	Principal
_____	_____ (SEAL)
_____	_____ (SEAL)
As to Surety	Surety



**ACKNOWLEDGEMENT OF PRINCIPAL (INDIVIDUAL)**

STATE OF MINNESOTA }  
COUNTY OF HENNEPIN } ss

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_, before me appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed same as his own free act and deed.

\_\_\_\_\_  
Notary Public, Hennepin County, Minnesota

My Commission expires \_\_\_\_\_

**ACKNOWLEDGEMENT OF PRINCIPAL (PARTNERSHIP)**

STATE OF MINNESOTA }  
COUNTY OF HENNEPIN } ss

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_, before me appear \_\_\_\_\_ and \_\_\_\_\_, doing business as \_\_\_\_\_ (firm or partnership name), to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed and the act of said partnership.

\_\_\_\_\_  
Notary Public, Hennepin County, Minnesota

My Commission expires \_\_\_\_\_

**ACKNOWLEDGEMENT OF PRINCIPAL (CORPORATION)**

STATE OF MINNESOTA }  
COUNTY OF HENNEPIN } ss

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_, before me appeared \_\_\_\_\_ and \_\_\_\_\_, to me personally known, who being by me duly sworn did say that they are respectively the \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_, the corporation described in and who executed the foregoing instrument; that the seal affixed to the foregoing instrument is the corporate seal of said corporation; that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and said \_\_\_\_\_ and \_\_\_\_\_ acknowledged said instrument to be the free act and deed of said corporation.

\_\_\_\_\_  
Notary Public, Hennepin County, Minnesota

My Commission expires \_\_\_\_\_

**ATTACH ACKNOWLEDGEMENT OF SURETY**