

License Application Guidelines and Checklist

License Type: Upgrade of License (Entertainment)	
DEFINITION: A change in the class of entertainment for 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"/> 3. Amended Business Plan (Form #2) - 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 #3)
	<input type="checkbox"/> 5. Police Security Plan Agreement for upgrade to Class A or Class B (Form #4)
	<input type="checkbox"/> 6. Attach an 81/2" x 11" drawing of the premises including both the interior and outdoor areas with changes highlighted. See Sample Form #5.
	<input type="checkbox"/> 7. 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"/> 8. Fee: \$_____ (\$500 plus the difference between the fee for the existing license and the new license.)
Additional Requirements	
Your Application <ol style="list-style-type: none"> 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:		

===== **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 _____



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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	



Police Department Security Plan Review For Alcohol Establishments and Extended Hours Licenses

THIS PORTION TO BE COMPLETED BY APPLICANT

Name of Establishment: _____ Address: _____

Contact Person: _____ Phone Number: _____

1. Contact your Precinct Commander to schedule a meeting.
2. You must include copies of your License Application (Form 1), Business Plan and Security Plan with this form.

THIS PORTION TO BE COMPLETED BY MPD

Listed below are recommendations discussed by the Minneapolis Police Department and the License Applicant which are applicable to the proposed business operations. All items checked should be added into the Security Plan portion of your Business Plan document for submittal with your license application.

- The licensee shall provide sufficient staff devoted exclusively to security related duties to protect the well being and safety of patrons, employees and the general public. The security staff shall be distinctly clothed to make their appearance and function easily recognizable.
- The licensee shall designate an employee as head of the security staff. The designated employee may be the onsite manager.
- The licensee shall provide a plan that discusses how they will prevent over occupancy at their establishment.
- The licensee shall provide a mobile phone number to the appropriate Police Precinct for prompt communication in the event of a disturbance.
- Security staff shall be utilized to ensure that patrons who have exited the premises and others do not loiter on the public sidewalk or the licensee's parking areas.
- The licensee shall compile, maintain and enforce a "do not admit" list to prevent reoccurrence of disturbances by known persons. This list shall be shared with staff from the City of Minneapolis and the Minneapolis Police Department upon request.
- All persons seeking to gain entrance to the establishment after 9:00 p.m., or after established Hennepin County curfew times, shall be required to present legitimate identification as a condition of entrance.
- Upon request, the licensee shall meet representatives of the City of Minneapolis to discuss any safety, security or operational concerns.
- See the attached Precinct Security Checklist.
- Additional Comments:

Police Dept. Representative _____ Signature _____ Badge # _____ Date _____

Applicant Signature _____ Date _____

The Minneapolis Police Department does not approve security plans or endorse license applicants or applications.

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

