



**City of Minneapolis**  
**Licenses and Consumer Services**  
 350 South 5<sup>th</sup> Street – Room 1C  
 Minneapolis, MN 55415–1391  
 Phone: 612-673-2080  
 Fax: 612-673-3399 TTY: 612-673-2157  
[www.minneapolismn.gov/business-licensing](http://www.minneapolismn.gov/business-licensing)

DBA:
Expiration: July 1
License Code: 081, 0841
Rev Code: 311008
<u>MCO</u> : 348
Adm Issuance: NO
LICENSE ID #
CSR:

## License Application Guidelines and Checklist

### License Type: Motor Vehicle Used Parts Dealer

**DEFINITION:** Any person engaged in the business of buying, selling, or storing any combination of used, rebuilt, or new motor vehicle parts. This shall include any person engaged in the business of crushing, shredding, or shipping motor vehicle hulks. A hulk is a major portion of a motor vehicle or a whole motor vehicle.

This license does not apply to any person engaged solely in the business of buying, selling, or shipping scrap iron or used metal in the course of reprocessing such materials for use in smelters, foundries or other reprocessing plants.

**Prohibitions:** 1) Keeping or maintaining any motor vehicle, motor vehicle part(s) or material(s) on public property, including streets and sidewalks, or private property that is not part of the business. 2) Burning tires, motor vehicle parts or other property. 3) Buying or taking possession of any motor vehicle or motor vehicle part(s) from a person of unsound mind, a person obviously intoxicated or a person under the age of eighteen (18) unless the person under the age of eighteen (18) provides proof of ownership of the property in question.

### Application Checklist

Submit completed items below to:

[Minneapolis Development Review](#)  
 250 South 4<sup>th</sup> Street  
 Room 300 Public Service Center  
 Minneapolis, MN 55415

Staff  
Initials

- |                          |   |
|--------------------------|---|
| <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. Certificate of Liability Insurance</b> (Sample form #3)<br>a. This must be furnished by your insurance agent with the mandatory changes.<br>b. You are required to have general liability that includes premises and operations insurance and products and completed operations insurance with the following coverages:<br><input type="checkbox"/> \$100,000 per occurrence and \$300,000 aggregate for personal injury or death.<br><input type="checkbox"/> \$25,000 per occurrence for property damage. |
| <input type="checkbox"/> | <b>4. \$5,000 Bond</b> (Form #4)  |
| <input type="checkbox"/> | <b>5. \$_____ Service Availability Charge (SAC)</b> - A fee may be imposed by Metropolitan Council Environmental Services for new connections or increased volume discharged to the metropolitan wastewater system. This fee must be paid at the <a href="#">Minneapolis Development Review</a> Office before you license will be issued.<br><input type="checkbox"/> <b>SAC Determination Letter</b> – attach copy.  |
| <input type="checkbox"/> | <b>6. Fee:</b> _____ <b>plus New License Surcharge:</b> _____   |

### Additional Information

#### 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.

#### Bond

- The bond is continuous 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 acknowledgment of surety and the agent's power of attorney.

**Pollution Control Annual Billing/PCAB** - A PCAB Number is required before a license will be granted. This will be requested by a License Inspector. PCAB# \_\_\_\_\_.

**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
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www.minneapolismn.gov/business-licensing

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

LICENSE APPLICATION

1. BACKGROUND INFORMATION

Form section 1: BACKGROUND INFORMATION. Includes fields for Type of License, Minnesota Sales Tax ID Number, Social Security Number, or Individual Tax ID Number, Legal Corporate Name of Business, Trade Name (DBA), Business Telephone Number, Business Address/Location, City, State, Zip Code, Mailing Address, Name of Person Filling out this Application, Title, Telephone Number, E-mail Address, Fax Number, Cell Phone Number, Name of Manager and Home Address, Date of Birth, 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.)

Form section 2: LIST ALL OWNERS, PARTNERS AND CORPORATE MEMBERS. Repeating table with columns: 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.

# City of Minneapolis Requirements for Insurance Certificates

**#3**

## CERTIFICATE OF LIABILITY INSURANCE

Certificate cannot be pending, binder or TBA.

The Legal/Corporate Name must match exactly (word for word) to the Approved Licensee Name (including Inc, or LLC), Trade Name (DBA) and address of premises.

<b>PRODUCER</b> Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.  THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  _____ <b>INSURERS AFFORDING COVERAGE</b> INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____
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**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ _____ FIRE DAMAGE (Any one fire) \$ _____ MED EXP (Any one person) \$ _____ _____ & ADV \$ _____ _____ \$ _____ _____ \$ _____ COM- \$ _____
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED A <input type="checkbox"/> SCHEDULED A <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON - OWNED A <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - (Ea Accident) \$ _____ OTHER THAN AUTO ONLY: EA ACC \$ _____ AGG \$ _____
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____ \$ _____ \$ _____
A	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>				XWC STATUTORY LIMITS / OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	<b>OTHER</b>				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

**ADDITIONAL INSURED; INSURER LETTER**

Original signature or stamp of Agent.

<b>CERTIFICATE HOLDER</b> City of Minneapolis Licenses and Consumer Services 1-C City Hall 350 South 5th Street Minneapolis, MN 55415	<b>AUTHORIZED REPRESENTATIVE</b> _____
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**Applications will be returned if requirements are not complete.**

**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**