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

Expiration: April 1
License Code: 20
Rev Code: 311009
MCO: 360.70
Adm Issuance: NO
LICENSE ID#

License Application
Guidelines and Checklist

License Type: Special Late Night Food

DEFINITION: Any establishment with an on-sale liquor, wine, or beer license may apply to remain open for food service beyond authorized alcohol service hours.

The establishment must be licensed as a restaurant or banquet facility. Meal service must be provided during the special late hours, and the menu must include at least four entrees, sandwiches, or other principal food items. The business must be open for eight continuous hours daily, except Sunday, in addition to the hours authorized by the special late hours food license.

A maximum of 50 special late night food licenses will be issued at any one time.

Staff Initials	Application Checklist
	☐ **1. Supplemental Change Form** (Form #1)
	☐ **2. Amended Business Plan** (Form #2)
	☐ **3.** Fee**:**_____

Additional Information

Your License Application

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

Information in Other Languages

Call 612-673-3737. 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.

FOR OFFICE USE ONLY:
LICENSE ID #:
CSR:
FEE: $
DATE:
INSPECTOR:
MPD FILE #:

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Supplemental Change Form

TYPE OF CHANGE TO LICENSE

☐ **Amending a Business Plan/Downgrade**	☐ **Internal Transfer of Shares**	☐ **Special All Night Bowling/Pool/Billiards**
☐ **Corporate Stock Purchase**	☐ **New Corporate Officer**	☐ **Special Late Night Food**
☐ **Downgrading License (Entertainment)**	☐ **New Manager**	☐ **Upgrading License (Entertainment)**
☐ **Expansion of Premises**	☐ **New Shareholder/Partner**	☐

BACKGROUND INFORMATION

I, _____, as ☐Owner ☐Partner, on behalf of _____,
(Print Full Name) **(Legal Corporate Name of Business)**
request the following (Provide a 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: ☐ **Approve** ☐ **Deny**

Signature of Minneapolis Police Department Representative_____

Comments:

The Minneapolis License Department Recommends: ☐ **Approve** ☐ **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.

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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 that includes name of trainer and topics covered. A list of programs is available on our website.
- ☐ Ongoing and regular training program
- ☐ 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. (MCO259.125).
- ☐ 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 _____