



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:
License Code: L264
Rev Code: 311008
<a href="#">MCO</a> : 309.36
Adm Issuance: Director Granted
LICENSE ID #
CSR:

## License Application Guidelines and Checklist

### License Type: Temporary Extended Hours License

Any licensed business in Minneapolis that does not sell or serve alcohol may apply for a Temporary Extended Hours License to operate later than their authorized hours.

Individual establishments may be granted licenses for up to 35 days in any calendar year. A license may be granted for more than one day. Multiple licenses may be granted in each calendar year.

If an application is submitted less than 30 days before the event or without sufficient time to review and secure required approvals, the application may not be accepted.

Staff Initials	Application Checklist License applications will not be accepted until all requirements have been satisfied.
	<input type="checkbox"/> <b>1. City of Minneapolis Temporary Extended Hours Application</b> (Form #1)
	<input type="checkbox"/> <b>2. <a href="#">Security Plan</a></b> – Prepare a plan for preventing illegal activity from anyone on your business premises and/or parking areas. This must be approved by your local precinct. (Form #2)
	<input type="checkbox"/> <b>3. <a href="#">Noise Plan</a></b> – Describe how you will address potential noise issues.
	<input type="checkbox"/> <b>4. Additional Permits</b> – Complete and attach Checklist #3 with your application.
	<input type="checkbox"/> <b>5. Notification of the type of license; address of premises; applicant’s name, address and telephone number; and Business Plan.</b> Attach copies of letters or emails that have been sent to: <input type="checkbox"/> <a href="#">City Council Member</a> <input type="checkbox"/> <a href="#">Neighborhood Organization(s)</a> and <input type="checkbox"/> <a href="#">Business Association(s)</a> . See <a href="#">sample letter</a> .
	<input type="checkbox"/> <b>6. \$ _____ Fee</b>

### Additional Requirements

#### Your License Application

- a. Incomplete applications will be returned.
- b. All applications must be signed by an officer.
- c. Make a duplicate copy of this packet for your personal records before submitting.

#### 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:
FILE #: TE
LICENSE #:
FEE: \$
INSPECTOR:
WARD:
NEIGHBORHOOD:
DATE:

### Temporary Extended Hours License Application

#### 1. BACKGROUND INFORMATION

<b>Business Name (DBA)</b>	<b>Business Address</b>
<b>Contact Person</b>	<b>Email Address</b>
<b>Telephone</b>	<b>Current License</b>

#### 2. EVENT INFORMATION

<b>Name of Event</b>	<b>Estimated TOTAL attendance</b>
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**Purpose (Fundraiser, Anniversary, Concert Event, Name of Special Event)**

**Days/Dates/Times**

**Name/describe area used during the extended hours (parking lot, north of establishment, portion of bar area, etc.)**

Attach a drawing showing the area with scaled dimensions. Indicate how the area will be enclosed, the location of tables, chairs, stage, etc., and other important features.

**Is this site ADA compliant?**  Yes  No

**Is entertainment offered?**  Yes  No  Indoor  Outdoor

**Describe:**

**Will the entertainment be amplified?**  Yes  No **Amplified Sound Permit Obtained? (Outdoor Only)**  Yes  No

#### 3. SECURITY

<input type="checkbox"/> <b>Employees</b>	<input type="checkbox"/> <b>Contract Security Personnel</b>	<input type="checkbox"/> <b>Off Duty Minneapolis Police</b>
<b>Total on Duty</b> _____	<b>How Many</b> _____	<b>How Many</b> _____
<b>Assigned to Security</b> _____	<b>Contact Person</b> _____	<b>Contact Person</b> _____
	<b>Telephone Number</b> _____	<b>Telephone</b> _____
	<b>Security Company</b> _____	

**Have you notified the [Ward Council Member's office](#) of this pending application?**  Yes  No

Has your business had any Temporary Extended Hours of Licenses in the past calendar year?  Yes  No If Yes, complete the following:

Event / Dates	Event / Dates
-1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.

**4. 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. Upon submission of this application, all information 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 \_\_\_\_\_

**This Section to be filled out by License Inspector**

This application meets the minimum requirements of MCO 309?  Yes  No

Previous issues:

Concerns about this event and resolutions:

Approved Hours for the event:

Evacuation Plan Required?  Yes  No  Completed and Attached.

I  recommend  do not recommend approval of this application.

Inspector \_\_\_\_\_ Date \_\_\_\_\_

This is to certify that I have examined this application and the information meets the conditions in MCO 309.

License Official \_\_\_\_\_ Date \_\_\_\_\_

Application was Director Granted.



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 licensee shall designate an employee as head of the security staff.
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.
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:

Blank lines for additional information or 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.



## Additional Permits and Licenses

### Frequently Used Permits and Licenses

- Alcohol:** The applicant agrees to not permit the sale or consumption of intoxicating liquors without first obtaining the appropriate liquor license. Contact the Licenses Division at 612-673-2080. Applications: [Temporary Liquor](#), [Temporary Wine](#), [Temporary Beer](#).
- Amplified Music:** Noise permit required. Contact the Environmental Services Division, 612-673-3867.
- Animal Permits:** Contact Minneapolis Animal Care and Control, 612-370-3892.
- Electrical Permit** for temporary service and outlets. Contact the state of Minnesota 612-866-1979 or 1-800-342-5354 or email [www.electricity.state.mn.us](http://www.electricity.state.mn.us).
- Fire Works and Fire Related Permits:** Contact the Minneapolis Fire Department, 612-335-3413.
- Heating Permit** for temporary heat or air conditioning. Contact the Inspections Division, 612-673-3000 or 311.
- MN DOT:** 651-234-7911.
- MTC Transit Detours:** 612-349-7400.
- Parades:** Must submit a map of the route. Contact the Transportation Division 612-673-2222.
- Park Board Permits:** 612-230-6441.
- Plaza Permit:** Required for Peavey Plaza, Loring Greenway, or Chicago Mall.
- Plumbing and Gas:** Inspections for potable water, gas burners and discharges to sewers. Contact the Inspections Division at 612-673-3000 or 311.
- Recycling Containers:** May be rented for a fee from Minneapolis Solid Waste and Recycling. Must be requested ten days in advance.
- Security and Off Duty Police:** Security plan must be approved before your event. Contact the Police Special Event Coordinator at 612-673-3942.
- Short Term Food Permits** and **Event Sponsor Permits** are required for the sale of food and/or beverages at community based events. Contact the Food, Pools, and Lodging Division, 612-673-2301.
- Street Closures** for block events, parade routes, detours, etc. Contact Transportation and Parking Services Division at 612-673-5750.
- Temporary Expansion of License:** On-Sale Liquor, Wine or Beer establishments may use unlicensed portions of their premises (indoor or outdoor) and/or provide additional entertainment.
- Temporary Extended Hours License:** Establishments that do not sell or serve alcohol may operate later than authorized hours.
- Temporary Toilets:** Must use a state of Minnesota licensed Service Company and provide an adequate number of units per industry guidelines. Contact vendors in the yellow pages.
- Tents:** A detailed plan must be approved by Building and Fire Inspectors. 612-673-5880.
- Traffic Control:** 612-335-5926. The Traffic Control hourly rate is \$50. If a service request is received less than 30 days before the event, the hourly rate is \$75 which is also charged for same day requests/changes.

### Miscellaneous Licenses

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> <a href="#">Amusement Mechanical Device</a> | <input type="checkbox"/> <a href="#">Amusement, Place of</a> | <input type="checkbox"/> <a href="#">Amusement Rides</a> | <input type="checkbox"/> <a href="#">Circus</a>           |
| <input type="checkbox"/> <a href="#">Children's Rides</a>            | <input type="checkbox"/> <a href="#">Games of Skill</a>      | <input type="checkbox"/> <a href="#">Jukebox</a>         | <input type="checkbox"/> <a href="#">Shooting Gallery</a> |