



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

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CITY OF SAINT PAUL  
GAMBLING LICENSE APPLICATION - **NEW ORGANIZATION**

The attached check sheet lists each item that must be submitted to complete an application for the sale of pulltabs in a Saint Paul liquor establishment. Failure to submit all of the information required on the check list could result in the denial of your license application. Your State form will not be signed unless all check list items are submitted.

ADDITIONAL INFORMATION:

- The non-profit organization will apply for a premise permit (no fee) and a Gambling Manager's License fee of \$66.00.
- The bar owner will apply for a gambling location license. Gambling location fees are as follows:

Class C - 100 or less seats	\$71.00
Class B - 101-200 seats	\$71.00
Class A - More than 200 seats	\$71.00
- Gambling location fees must be paid by the bar owner.
- Applications must be submitted in person. The bar owner, gambling manager and an organization officer must be present.
- A 22% tax will be collected monthly with your Monthly State Gambling Tax Return.
- 75% of gambling net profit from Saint Paul sites must be spent in Saint Paul or contiguous cities of which 51% must be used to benefit Saint Paul residents.
- You will be required to contribute 10% of your net proceeds from pulltab sales to the City Youth Fund or directly to a group(s) on the 10% Club List.
- A Saint Paul worksheet must be submitted each month with your tax return (copy attached). The worksheet is used to calculate the 22% tax (due monthly) and 10% contribution (calculated monthly/due quarterly).
- The Department of Safety and Inspections must approve the premise permit, gambling manager license and gambling location license. Allow 30-60 days for this process.
- The resolution approving your application must be submitted to the State with your application. Allow 10 weeks for the State to process your application.

- The Department of Safety and Inspections (DSI) must provide notice of your application to all neighbors within 350 feet of the liquor establishment. If no complaints are received from the neighbors, the Department of Safety and Inspections will automatically approve license if all requirements have been met. If complaints are received, you will be notified of a hearing before a Legislative Hearing Officer.
- After the Department of Safety and Inspections action, your premise permit must be approved by the State Gambling Control Division. All approved premise permits for Saint Paul sites will be sent directly to the DSI Office. You will be unable to pick up premise permits at the Gambling Control Division.
- No gambling can be conducted without a current premise permit on site.
- Gambling Managers will be notified when premise permits arrive in Saint Paul. A Saint Paul inspector will contact you for a premise inspection when permits are received and will deliver your permit to the site at the time of your initial inspection.
- Additional inspections will be made periodically.
- Random audits will be conducted by the DSI throughout the year. If your organization is selected for an audit, you will be notified by mail of the information you must supply for the audit.
- All audit results will be submitted to the State Gambling Control Division, Department of Revenue, and Internal Revenue Services.
- All State forms are available at the following address:  
 Department of Gaming  
 Gambling Control Division  
 1711 West County Road B  
 Rosewood Plaza South, 3rd Fl.  
 Roseville, MN 55113  
 (651) 639-4000
- Additional City information is available by contacting the DSI/Lawful Gambling Enforcement at 266-9114.

Attachments:

**ORGANIZATION**

- 1) Application Check List
- 2) Compliance Affidavit City
- 3) Pulltab Rules
- 4) 22%/10% Worksheets  
 Class A (bingo), Class B (all other)
- 5) Saint Paul Gambling Ordinance

**BAR OWNER**

- 1) Gambling Location Check List
- 2) Gambling Location Application Form  
 (If bar does not have gambling location license)
- 3) Bar Compliance Affidavit
- 4) Saint Paul Gambling Ordinance

CITY OF SAINT PAUL  
GAMBLING LICENSE CHECK LIST  
(NEW LICENSES)

Please attach all requested information in the order listed. All copies should be made before you arrive at the DSI License Division.

- 1) Gambling Manager Name \_\_\_\_\_
- 2) Gambling Manager Daytime Phone \_\_\_\_\_
- 3) Gambling Proceeds to be Used  
For \_\_\_\_\_  
\_\_\_\_\_
- 4) Organization Application (Copy) **STATE FORM LG 200A** Yes\_\_\_ No\_\_\_  
Officers Affidavit-LG200B President Yes\_\_\_ No\_\_\_  
Treasurer Yes\_\_\_ No\_\_\_
- 5) Premise Permit Application (Copy) Yes\_\_\_ No\_\_\_  
**STATE FORM LG 214** Yes\_\_\_ No\_\_\_  
Site Name \_\_\_\_\_
- 6) Lease (Copy) **STATE FORM LG 215** Yes\_\_\_ No\_\_\_
- 6a) Lease is Signed by Lessee & Lessor (409.21) Yes\_\_\_ No\_\_\_  
(Pulltab dispensing machine - addendum needed)
- 6b) Site Sketch of Leased Premises Yes\_\_\_ No\_\_\_
- 7) Gambling Manager Application with bond Yes\_\_\_ No\_\_\_  
bond and affidavit (Copy) **STATE FORM LG 212**
- 7a) Gambling Manager has completed training or is registered Yes\_\_\_ No\_\_\_  
to do so (349.167 (5))
- 8) Internal Control (Copy) **STATE FORM LG 201** Yes\_\_\_ No\_\_\_
- 9) Internal Control Guidelines Worksheet **STATE FORM LG 202** Yes\_\_\_ No\_\_\_
- 10) City Gambling Manager Fee \$66.00 - Payment Attached Yes\_\_\_ No\_\_\_
- 11) Membership List (349.16) Yes\_\_\_ No\_\_\_
- 12) Copy of membership minutes where your organization Yes\_\_\_ No\_\_\_  
approved this site.
- 13) Proof of Non-Profit Status (349.16) Yes\_\_\_ No\_\_\_
- 14) Proof of Large or Small Organization (409.21) Yes\_\_\_ No\_\_\_

**TO BE COMPLETED BY  
ORGANIZATION PRESIDENT AND GAMBLING MANAGER**

I understand and will uphold Saint Paul Ordinances 402 and 409, Sections 409.21 and 409.22 relating to pulltabs, tipboards, paddlewheel, and raffles in City of Saint Paul lawful gambling sites.

Further, I understand that my jarbar and/or pulltab dispensing machine must meet city standards; that 10% of the net profit from pulltab sales must be returned to the City-Wide Youth Fund on a monthly basis; that monthly financial statements must be filed with the City; that 51% of the net proceeds from charitable gambling at Saint Paul location(s) must be expended to directly benefit Saint Paul residents who participate in such programs or activities; and that 75% of the net proceeds from charitable gambling at Saint Paul locations shall be expended to or for purposes which benefit programs or activities occurring in the Saint Paul trade area.

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Signature - Manager

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Signature - Organization President

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Organization Name

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Gambling Location

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Date

Please retain the attached ordinance for your records.

DATE: December 1, 2000

TO: ORGANIZATIONS SPONSORING PULLTABS AND/OR TIPBOARDS  
LIQUOR ESTABLISHMENTS

FROM: Christine Rozek  
Deputy Director

RE: Pulltab Rules in St. Paul

The following is a list of the basic requirements for the sale of pulltabs and tipboards in Saint Paul. This list is not all inclusive, and is subject to change by the License Inspector and the Saint Paul City Council. Further reference should be made to the Saint Paul Legislative Code Section 409, and the State rules.

I am also available in the DSI License Division Office to help with any other questions you might have. I will keep licensed organizations informed about current city ordinances regarding charitable gambling as ordinance changes are made.

- 1) A site inspection will be made when premise permits are issued by the State. State premise permits will be delivered by the City Inspector.
- 2) Routine inspections of pulltab/tipboard operations are made on a regular basis. The city inspector must be able to get behind the jarbar during inspections. Please make your workers aware of this requirement.
- 3) Pulltabs must be sold from a jarbar, and may not be sold by employees of the liquor establishment.
- 4) The jarbar must have Plexiglas on 3 sides which is approximately 20" high. All pulltab sales must be made through the slot cut in the front of this Plexiglas.
- 5) Winning tickets must be dropped in a slot in the top of the bar after payouts are made.
- 6) Pulltabs must be sold from Plexiglas jars. Jars must be "fish bowl" type. Tickets must be dumped into jars and mixed.
- 7) As of September 30, 1991, posting is optional in St. Paul.
- 8) No cash registers are permitted.
- 9) House rules must be posted in a prominent place. If you post, the method of posting major winners must be outlined in your house rules.
- 10) The City complaint # (sign supplied by City) and compulsive gambling hotline #'s must be posted.
- 11) Separate cash banks shall be maintained for each deal. Cash must be kept covered in a drawer(s) of the jarbar.

- 12) Flares must be attached to the jars, but must not block an inspector's view of pulltab serial numbers.
- 13) Pulltabs sold in Saint Paul must pay back at least 70%. There will be no exceptions. Last sale payouts are permitted in Saint Paul.
- 14) The City gambling manager license, State gambling premise permit, State manager license and State organization license must be posted at the site.
- 15) According to State Statute 7860.0280: "A licensed organization must prominently post the following information at the licensed premises:
  - A) name of licensed organization
  - B) license number of licensed organization
  - C) effective date of license to conduct lawful gambling
- 16) You are required to file your entire Minnesota Monthly Gambling Tax Return with both the city and the state. Your monthly returns must have all of the required signatures and must include the monthly St. Paul worksheet. (copy attached)
- 17) 2% of your net receipts must be remitted to the City on a monthly basis. Checks should be sent attached to your monthly gambling tax return.
- 18) 10% of your monthly net profit must either be donated to the City Youth Fund and/or to an organization(s) listed on a list of eligible recipients approved by the City Council on a monthly or quarterly basis. Call the License Division for current copy of the list.
- 19) The Saint Paul Ordinance requires that at least 75% of net profits from charitable gambling in Saint Paul must be spent in the Saint Paul trade area. Of net profits, 51% must be spent on programs to benefit Saint Paul residents.
- 20) At each licensed premise, the organization must have the invoices or true and correct copies of the invoices for the purchase of all pulltab deals at the site or premise. Copies of the premise sketch must also be available at the site.

Your organization must comply with all of the items outlined above in order to operate in St. Paul.

**CITY OF ST. PAUL  
CLASS B GAMBLING SITES  
WITHOUT BINGO**

For use with Lawful Gambling Summary (Schedule A if more than 1 site) beginning March, 1998.

Organization Name \_\_\_\_\_

Gambling Location \_\_\_\_\_

Month/Year \_\_\_\_\_ Prepared By \_\_\_\_\_

**TWO AND ONE HALF PERCENT TAX CALCULATION**

A) Net Receipts - Total of lines 2c, 3c, 8c, 9c  
(Use schedule A if more than 1 site) A) \_\_\_\_\_

B) Amount above x .025 = 22% tax due **PAY THIS** B) \_\_\_\_\_

**TEN PERCENT NET PROFIT CALCULATION**

a) Line A above (Net Receipts) a) \_\_\_\_\_

b) Sums of lines 22 thru 35  
(Use schedule A if more than 1 site) b) \_\_\_\_\_

c) Line a (above) minus (-) line b (above) c) \_\_\_\_\_

Miscellaneous deductions (taxes paid for this site only)

- |  |          |
|--|----------|
| 1) Pulltab tax to distributor                    | 1) _____ |
| 2) Combined receipts tax generated by this site* | 2) _____ |
| 3) 22% city tax                                  | 3) _____ |
| 4) Federal taxes (from Schedule C)               | 4) _____ |
| 5) State Gambling Tax (line 11)                  | 5) _____ |
| 6) (-) Unsold Ticket Refund                      | 6) _____ |
| 7) 10% Youth Fund Credit                         | 7) _____ |

d) Total Miscellaneous Deductions for this site  
(Total of lines 1 thru 5 above) d) \_\_\_\_\_

e) Line c minus (-) Line d e) \_\_\_\_\_

f) Line e x 10% **PAY THIS** f) \_\_\_\_\_

**Line f is the minimum amount for this month that must be contributed either to the City Youth Fund or to a group or groups on the 10% Club list.**

**\* Organizations with more than 1 site use reverse side of this page to show how the figure for combined receipts tax (line 2) was calculated**

CITY OF SAINT PAUL  
GAMBLING LOCATION LICENSE (**NEW BAR ENDORSEMENT ONLY**)  
(TO BE USED WITH A NEW STATE GAMBLING PREMISE PERMIT IN LIQUOR  
LICENSEES)

- 1) Bar site application Yes\_\_\_ No\_\_\_  
(If bar does not have a Gambling Location License)
- 2) Bar compliance affidavit **CITY FORM** Yes\_\_\_ No\_\_\_
- 3) Payment Attached/Gambling Location Fee Yes\_\_\_ No\_\_\_  
(Bar Owner Pays) \$71.00.

A copy of the Saint Paul Ordinance with regard to Pulltab/Tipboard/Paddlewheel sales in liquor establishments is attached for your reference.



**TO BE COMPLETED BY BAR OWNER**

I understand and will uphold the ordinance amending Chapter 409 of the Saint Paul Legislative Code (Intoxicating Liquor) relating to pulltabs and tipboards in bars

I further understand that failure to comply may result in the suspension or revocation of On Sale Liquor and corresponding licenses.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return to:

Department of Safety and Inspections  
Gambling Enforcement  
375 Jackson Street, Suite #220  
Saint Paul, MN 55101

**CITY OF ST PAUL CLASS A GAMBLING SITES  
WITH BINGO**

For use with Lawful Gambling Summary (Schedule A if more than 1 site)

Organization Name \_\_\_\_\_

Gambling Location \_\_\_\_\_

Month/Year \_\_\_\_\_ Prepared By \_\_\_\_\_

**TWO AND ONE HALF PERCENT TAX CALCULATION**

A) Net Receipts - Total of lines 1c, 2c, 3c, 8c, 9c  
(use Schedule A if more than 1 site) A) \_\_\_\_\_

B) Amount above x .025 = 22% tax due **PAY THIS** B) \_\_\_\_\_

**TEN PERCENT NET PROFIT CALCULATION**

a) Sum of lines 2C, 3C, 8C & 9C for St. Paul bingo site  
(use Schedule A if more than 1 site) a) \_\_\_\_\_

b) Line A above (Net Receipts) b) \_\_\_\_\_

c) Line a (above) divided by Line b (above) c) \_\_\_\_\_

d) Sum of lines 22 thru 35  
(use Schedule A if more than 1 site) d) \_\_\_\_\_

e) Line b (above) minus (-) Line d (above) e) \_\_\_\_\_

Miscellaneous deductions (taxes paid for this site only)

1) Pulltab tax to distributor 1) \_\_\_\_\_

2) Combined receipts tax generated by this site \* 2) \_\_\_\_\_

3) 22% city tax 3) \_\_\_\_\_

4) Federal taxes (from schedule C) 4) \_\_\_\_\_

5) State gambling tax (line 11) 5) \_\_\_\_\_

6) (-) Unsold Ticket Refund 6) \_\_\_\_\_

7) 10% Youth Fund Credit 7) \_\_\_\_\_

f) Total Miscellaneous Deductions for this site  
(Total of lines 1 thru 7 above) f) \_\_\_\_\_

g) Line e (Above) minus (-) Line f (Above) g) \_\_\_\_\_

h) Line g (Above) x Line c (Above) h) \_\_\_\_\_

I) Line h (Above) x 10% **PAY THIS** I) \_\_\_\_\_

**Line I the amount for this month that must be contributed to either the City Youth Fund or to a group or groups on the eligible 10% Club list.**

**\*Organizations with more than 1 site use reverse side of this page to show how the figure for combined receipts tax (line 2) was calculated.**