



**CITY OF SAINT PAUL**  
 Department of Safety and Inspections  
 Ricardo X. Cervantes, Director  
 375 Jackson Street, Suite 220  
 Saint Paul, Minnesota 55101  
 Phone: 651-266-8989  
 Web: [www.stpaul.gov/dsl](http://www.stpaul.gov/dsl)

## Class "R" License Application

**LICENSES ARE NOT TRANSFERRABLE**

Payment must be received with Each Application  
 This application is subject to review by the public.

Types of License(s) being applied for:

Fee(s):

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

Total: \$ -

### Business/Applicant Information

Business Address: \_\_\_\_\_  
Street City State Zip

Mail To Address: \_\_\_\_\_  
Street City State Zip

Company Name: \_\_\_\_\_ Doing Business As: \_\_\_\_\_

Company Type: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Licensee/Owner Name: \_\_\_\_\_  
 (Responsible Party) First Middle Last

Title: \_\_\_\_\_ Driver's License: \_\_\_\_\_  
State License #

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant Home Address: \_\_\_\_\_  
Street City State Zip

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

### Supplemental Required Information

Business Manager, if different from Applicant

Manager's Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please list all other Person(s) to Appear on the Business License (Attach another sheet if applicable.)

Select Type: Officer \_\_\_\_\_ Partner \_\_\_\_\_ Shareholder \_\_\_\_\_

Officer Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Select Type: Officer \_\_\_\_\_ Partner \_\_\_\_\_ Shareholder \_\_\_\_\_

Officer Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Select Type: Officer \_\_\_\_\_ Partner \_\_\_\_\_ Shareholder \_\_\_\_\_

Officer Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Select Type: Officer \_\_\_\_\_ Partner \_\_\_\_\_ Shareholder \_\_\_\_\_

Officer Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**FALSIFICATION OF ANSWERS GIVEN OR MATERIAL SUBMITTED WILL RESULT IN DENIAL OF APPLICATION**

I hereby state that I have answered all of the preceding questions and that the information contained herein is true and correct to the best of my knowledge and belief. I hereby state further that I have received no money or other consideration by way of loan, gift, contribution, or otherwise, other than already disclosed in the application which I herewith submitted. I also understand this premise may be inspected by police, fire, health and other city officials at any time when the business is in operation.

Applicant Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



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License Number: \_\_\_\_\_

### Zoning Addendum

An applicant must provide details related to the physical layout of the business for which a license is being requested. Please complete the following document and attach supporting documents.

\*Zoning approval will not be granted for this license request without this information.

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Type: \_\_\_\_\_

Licensee Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Please answer the following questions (If business is located in St. Paul proper):

- a. What is the gross floor area for this business?
- b. What was the previous use of this space?
- c. How many off-street parking spaces are provided for this business only?
- d. Is the parking leased or owned?
- e. How many different uses are in the building?
  - i. What are these uses? What is the gross floor area for each?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

a. \_\_\_\_\_  
 Use: \_\_\_\_\_ Area: \_\_\_\_\_

b. \_\_\_\_\_  
 Use: \_\_\_\_\_ Area: \_\_\_\_\_

c. \_\_\_\_\_  
 Use: \_\_\_\_\_ Area: \_\_\_\_\_

- ii. Are there any bar/restaurants in the building operating after midnight?

Yes  No

If Yes, Please list them:

\_\_\_\_\_

\_\_\_\_\_

- f. Do you own the property or are you leasing it?

Answer these questions if you are applying for a restaurant license:

- a. Do you intend to have a drive-thru window?
- b. Will you have a permanent menu board?
- c. Do you intend to serve liquor?
- d. Is this a restaurant associated with a Chain or Franchised business?
- e. Will customers pay for their food before consuming it?
- f. Is a self-service condiment bar proposed?
- g. Are trash receptacles provided for self-service bussing?
- h. Will there be hard finished, stationary seating?
- i. Are your main course food items...

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

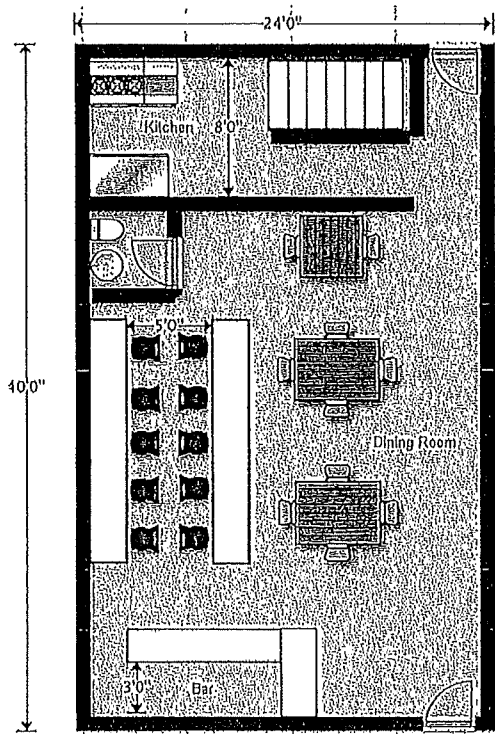
Yes  No

Pre Packaged  To Order

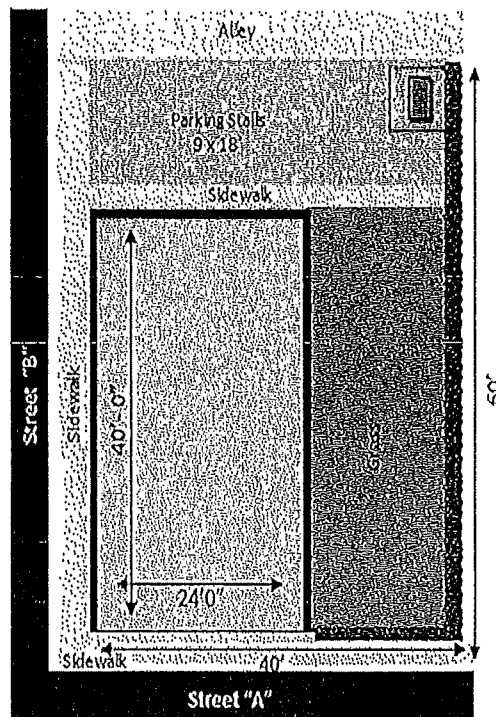
Please attach the following documents:

- a. Floor Plan Pertaining to License Area (Please see examples below)
  - i. Drawn to scale
  - ii. Showing dimensions
  - iii. Furniture
  - iv. All spaces/rooms labeled for use including Ingress & Egress
  - v. Showing placement of all equipment (ex. Kitchen equipment, work tables, entertainment devices)
- b. Site Plan Pertaining to Licenses Property (Please see example below)
  - i. Drawn to scale
  - ii. Showing dimensions
  - iii. Showing all property lines
  - iv. Showing the parking lot
  - v. Label all rooms/spaces

Floor Plan



Site Plan



Employee Sign Off \_\_\_\_\_

Date \_\_\_\_\_

## Certificate of Compliance Minnesota Workers' Compensation Law

**PRINT IN INK or TYPE.**

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

**A valid workers' compensation policy must be kept in effect at all times by employers as required by law.**

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
DBA (doing business as name) (if applicable)	
BUSINESS ADDRESS (PO Box must include street address) CITY STATE ZIP CODE	

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.**

**NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:**

INSURANCE COMPANY NAME (not the insurance agent)		
WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

**NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:**

I have attached a copy of the permit to self-insure.

**NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:**

I am not required to have workers' compensation insurance coverage because:

I have no employees.

I have employees but they are not covered by the Workers' Compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: \_\_\_\_\_

Other: \_\_\_\_\_

**ALL APPLICANTS COMPLETE THIS PORTION:**

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
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**NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.**

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

MN LIC 04 (11/08)



ADDENDUM TO LICENSE APPLICATION

CONTAINS NONPUBLIC DATA

CITY OF SAINT PAUL
Department of Safety & Inspections
375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806
(651) 266-8989 Fax (651) 266-9124
www.stpaul.gov/dsi

Please Type or Print In Ink

Licensee's Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

TAX IDENTIFICATION NUMBER

Minnesota Statutes section 270C.72 requires licensing authorities to collect a tax identification number for each license applicant. You may provide one of the following three identification types: a Minnesota Tax Identification Number, a Federal Tax Identification Number (FEIN), or a Social Security Number (SSN).

This data will be provided to the Minnesota Department of Revenue for tax administration purposes and may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes. Refusal to provide a tax identification number will result in denial of your license application. Under the Federal Exchange of Information Agreement, the Department of Revenue may also supply this information to the Internal Revenue Service.

More information can be obtained from the Minnesota Department of Revenue at 651-296-6181 or www.revenue.state.mn.us.

Tax Identification Number: \_\_\_\_\_ Circle Type: MN Tax Id / FEIN / SSN

PAYMENT INFORMATION

You must pay all applicable fees before your license will be issued. You may pay by cash, check or credit card. Account information will be used to process your payment, either by the City or a third-party service provider. The City will not share nonpublic account information with other individuals or agencies unless required to do so by a court or other competent authority.

Effective April 3, 2021, a 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider the Department of Safety and Inspections uses to handle credit card transactions. The City will not receive any of the service fees.

Signature of Cardholder : \_\_\_\_\_

Payment information table with columns for card type (AMEX, Discover, MasterCard, Visa), Security Code, Expiration Date (Month/Year), and Enter Account Number.

CREDIT CARD PAYMENT

If you are paying for your permit by American Express, Discover, Mastercard or Visa you may fax your application.

The credit card information section must be filled in and signed.

If paying online, applicants will also have the option to pay by e-check. There is no service fee for this payment type.

Our FAX number is 651-266-9124.

If paying by check, please mail the application and the check to us

ANY FALSIFICATIONS OF ANSWERS GIVEN OR MATERIAL SUBMITTED WILL RESULT IN DENIAL OF THIS APPLICATION

I have read and understand this document and provided complete, correct, and truthful information as requested.

Signature (REQUIRED for all applications)

Date