



## Liquor On-Sale License Application Requirements Checklist

All applications are subject to review by the public

**LICENSES ARE NOT TRANSFERABLE**

Payment must be received with each application

The City of Saint Paul licenses and regulates the alcohol components of a business. The Minnesota Department of Health (MDH) regulates the licensing of the food components of a business. Further licenses and/or permits (not listed) may be required depending on your proposed business plan and location. Your license application can comprise a number of license types.

If you have any questions or require any assistance completing the application, or submitting the required documents, please contact a Department of Safety and Inspections (DSI) Project Facilitator at (651)266-8989.

**All of the following items must be submitted for an application to be deemed complete for consideration:**

**1. License Fees:**

Liquor On Sale – 291 or more seats	\$5,882.00
Liquor On-Sale – 181-290 seats	\$5,802.00
Liquor On-Sale – 101-180 seats	\$5,416.00
Liquor On-Sale – 100 seats or less	\$4,891.00
Liquor On-Sale Theater	\$1,746.00
Liquor On-Sale Sunday	\$200.00
Liquor On-Sale 2 am closing	\$54.00 (State fee varies)
Liquor Outdoor Service Area (Patio)	\$78.00
Liquor Outdoor Service Area (Sidewalk)	\$36.00
Malt On-Sale (Strong)	\$649.00
Malt On-Sale (3.2)	\$649.00
Wine On-Sale	\$2000.00
Entertainment A	\$253.00
Entertainment B	\$613.00
Entertainment C	\$2,911.00
Gambling Location	\$77.00
Cigarette/Tobacco	\$488.00

**2. City of Saint Paul Class N License Application.**

**3. Personal Affidavit Form(s) and Tax Returns.**

- If delivered in person, City staff will verify identity by checking the Driver's License and witnessing the Signature. If completed outside of the office, applicant must use a licensed notary for signature verification.
  - An affidavit form must be completed by the sole owner, by each partner, by each person who has ownership interest in excess of 5% in the corporation and/or association and/or by the manager.
- A copy of Individual – Federal and State Income Tax Returns for the past three (3) years must be submitted by the sole owner, by each partner, officer, shareholder and any person who has ownership interest in excess of 5% in the corporation and/or association.

**4. Certificate of Compliance Minnesota Workers' Compensation Law.**

**5. Zoning Addendum – with Site/Floor Plan for all leasable or owned space.**

The plan will include the following items:

- Detailed scale drawings including dimensions
- All emergency exits
- Exact placement of furniture and equipment
- If this is an existing building and only minor changes are being made then the project facilitator may allow plans that are already on file.

**6. Business Expenses and Source of Funds Addendum – with supporting documentation.**

The form requires:

- List of all expenses associated with the building, property and any equipment needed
- List of all expenses associated with construction costs
- List of all expenses associated with professional services, e.g., accountant, architect, attorney, engineer, etc.
- List of the source of any funds being used, Including: Personal, Corporate, Investments, both individual and institutional loans, and any other financing that may exist.

**7. Business Plan Addendum.**

The form covers all aspects of how your business will operate.

If you plan on providing entertainment, the following are the types of entertainment licenses available:

**Entertainment "A"**

Amplified or non-amplified music and/or singing by performers without limitation as to number, and group singing participated in by patrons of the establishment.

**Entertainment "B"\*\*\***

All activities allowed in Class A, plus dancing by patrons to live, taped or electronically produced music, and which may also permit volleyball and broomball participated in by patrons or guests of the licensed establishment plus stage shows, theater, and contests. In all of the activities in Classes A and B, all of the participants, including patrons, shall be fully clothed at all times.

### **Entertainment “C”\*\***

All activities allowed in Classes A and B, plus performance by male or female performers without limitations as to number, where clothing is minimal but in compliance with Chapters [409.09](#) and [410.05](#) of the Legislative Code.

**\*\* Required supporting documentation for an Entertainment “B” & “C” application includes, A petition of support from 60%-90% of private residences, dwellings and apartments within 350 feet.**

**Note:** Per Legislative Code 411.04(f) Only establishments holding on sale intoxicating liquor licenses are eligible for class B and class C entertainment licenses. A holder of a wine and/or intoxicating malt liquor licenses may only obtain a class A entertainment license.

**8. If requesting Class B or C Entertainment, Submit Signed Petition of support from neighboring property owners. (Obtain a sample petition from the Department of Safety and Inspections (DSI))**

**9. Signed Lease or Purchase Agreement.**

Provide a copy of either:

- A signed rental lease and/or assignment

**Note:** If your proposed use of the property includes sales/consumption of alcohol and is not specified within the lease, you must also submit a letter signed by the property owner allowing this type of use.

- A signed purchase agreement and/or Bill of Sale of the property.

**10. Corporate Documentation.**

If incorporated or partnership, provide:

- A copy of your company’s Certificate of Incorporation from the Minnesota Secretary of State (SOS), or proof of current registration with the SOS, demonstrating you have legal authorization to operate within Minnesota **and** one of the following:
  - A signed statement listing the owners of the corporation (including the percentage of ownership held by each individual)
  - Minutes of the first corporate meeting, elections of officers, and desire of corporation to enter into business involving the sale and service of liquor (the first corporate meeting minutes should include the distribution/allocation of corporate shares).

**11. State of Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division (AGED) Certification of an On Sale Liquor License.**

- If you are applying for beer and wine only then fill out the State Application for County/City On-Sale Wine License
- If you are applying for a Full Liquor License then fill out the State Application for On-sale, 3.2% Liquor License or Sunday Liquor License form.

**Note:** If you are proposing to stay open until 2AM, you must also complete a State of Minnesota Application for Optional 2 AM Liquor License application.

**The following items may be submitted after the initial application has been accepted:**

**1. Obtain Liquor Liability (Dram Shop) Insurance.**

Prior to issuance of your license, you must provide a copy of proof of Liquor Liability (Dram Shop) Insurance. Requirements: According to Minnesota Statutes 340.409, an applicant must provide the City of Saint Paul with a certificate of insurance with liability limits of **at least:**

\$50,000 of coverage because of bodily injury to any one person in any one occurrence

\$100,000 of coverage because of bodily injury to two or more persons in any one occurrence

\$10,000 of coverage because of injury to or destruction of property of others in any one occurrence

\$50,000 of coverage for loss of means of support of any one person in any one occurrence

\$100,000 of coverage for loss of means of support of two or more persons in any one occurrence

A liability insurance policy must provide that it may not be canceled for any cause, except for non-payment of premium, by either the insured or the insurer unless the canceling party has first given 30 days' notice in writing to the issuing authority of intent to cancel the policy. The City of Saint Paul must be listed as a Certificate Holder.

**Note:** Insurance certificates must have the licensed Corporation Name and DBA (Doing Business As), and the licensed business address listed on the certificate. The insurance expiration date must run concurrent with the license. Copies transmitted by fax are acceptable. Our fax # is (651)266-9124.

**2. SAC Fees (Sewer Availability Charge).**

If the project involves a change in use of a building or an expansion (internal or external) of the use, you will need to submit a copy of the plans to the Metropolitan Council Environmental Services (MECS) for a SAC determination. SAC, or Service Availability Charge, is a one-time fee imposed by the Metropolitan Council Environmental Services on Local Government Units and other communities with building authority for their portion of the reserve capacity cost of the Metropolitan Disposal System (MDS). This is not a connection fee; it is for sewer capacity availability at the Metropolitan Disposal System. If MDS determines that there will be a SAC, the City of Saint Paul will need to collect the payment along with the building permit fee before the license is issued.

**3. Review the Manual for the City of Saint Paul Liquor License Holders.**

Contact Ross Haddow, DSI Senior License Inspector, at 651-266-9143 to schedule review.

**4. Obtain a State Restaurant License.**

Contact the Minnesota Department of Health (MDH) at 651-201-4500 or via their food licensing website page at [http://mn.gov/ehicense/licenses/licensedetail.jsp?URI=tcm:29-2888&CT\\_URI=tcm:29-117-32](http://mn.gov/ehicense/licenses/licensedetail.jsp?URI=tcm:29-2888&CT_URI=tcm:29-117-32) to obtain information on how to complete the MDH food licensing review process for the operation of the food service component of the establishment.

**Note:** The City of St Paul must receive confirmation from Minnesota Department of Health that you have obtained a restaurant license as part of the City of St Paul Liquor License review process.

**5. Obtain a State Buyers Card (\$20.00) through the State of Minnesota, Liquor Control Division.**

Upon City of Saint Paul approval, you will be required to obtain a State Buyers Card (\$20.00) through the State of Minnesota, Liquor Control Division <http://www.dps.state.mn.us/alcgamb/alcgamb.html>

**You have 2 options for obtaining the card:**

- Prior to approval of your city license, submit the Buyers Card application with a copy of proof

of liquor liability insurance to the State of Minnesota, Liquor Control Division. The state will hold the card in pending status until St. Paul sends confirmation of your approved license.

- Upon approval of your city license, you can pick up the original signed State Liquor application from DSI and submit it in person along with your Buyers Card application and a copy of proof of liquor liability insurance to the State of Minnesota, Liquor Control Division.

**6. Alcohol Dealer Registration.**

Upon City of Saint Paul approval, you will also be required to complete the Department of The Treasury, Alcohol, Tobacco Tax and Trade Bureau, Alcohol Dealer Registration.

<http://www.ttb.gov/forms/f56305d.pdf>.

### **LICENSE APPROVAL PROCESS**

Prior to your license application submittal, it is recommended you contact the district council representing the area encompassing your license location. Discuss with them your proposed business plans. (The district council representing your license area can be found on the City of Saint Paul website

<http://www.stpaul.gov/> (then by searching for “district council”) or you may contact a licensing project facilitator at 651-266-8989 for assistance.

Your application will be administratively reviewed by DSI Licensing, Zoning and Fire Inspection staff. This review may include on-site inspections(s) to verify compliance with applicable regulations. You will be informed of any required inspections including the name and telephone number of the inspector after the submission of a completed license application. The location must be in compliance with all applicable regulations and/or license conditions before any license may be issued.

Upon receiving and processing the complete license application (approximately 2 weeks processing time), the DSI will send out notification letters to your neighbors (within 350 feet), concerned constituents, block club / district councils, and city council, informing them of your application request and giving them 45 days to respond to your application. If no objections are received, your license could be approved administratively and then issued (pending any other requirements not completely met) approximately one week past the date given in the notification letter. If objections are received, a hearing will be scheduled before a legislative hearing officer. All interested persons will receive notice of the time, place and date of the scheduled hearing from the Legislative Hearing Officer. At that hearing, the hearing officer will take testimony from all interested persons and will make a recommendation to the City Council as to whether the license(s) should be approved, approved with conditions or be referred to an administrative law judge for further review. The City Council will have the final authority to grant or deny the license application. Upon approval, all additional requirements will need to be completed prior to operating.