CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

DEPARTMENT OF SAFETY AND INSPECTIONS
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Liquor Off-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 of 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:**

Off-Sale	$1,120.00
Off-Sale Malt	$197.00
Cigarette/Tobacco	$444.00
Alarm Permit	$28.00

☐ **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 a 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 all expenses associated with the building, property and any equipment needed
- List all expenses associated with construction costs
- List all expenses associated with professional services, e.g., accountant, architect, attorney, engineer, ect.
- List 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.

☐ **8. Signed Lease or Purchase Agreement.**

Provide a copy of either:

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

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

☐ **9. 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).

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

- Application for Off Sale Intoxicating Liquor License from the State of Minnesota must be completed.

<u>The following items may be submitted after the initial application has been accepted:</u>

☐ **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 Kris Schweinler, DSI Senior License Inspector, at 651-266-9110 to schedule review.

☐**4. 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.

☐**5. 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 1-2 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.