

License Application: Temporary Extended Hours of Operation

Definition: Any licensed business in the city of Minneapolis, that does not sell or serve alcohol, may apply for a Temporary Extended Hours license for up to 35 days.

You may open earlier or stay open later than the hours listed in [Chapter 259.300](#) of the Minneapolis Code of Ordinances.

Each business may be open earlier/later for up to 35 days in any calendar year. A license may be approved for more than one day. Multiple licenses may be approved within a calendar year.

If you have questions, you may send an email to businesslicenses@minneapolismn.gov, contact your [License Inspector](#), or call our office at 612-673-2080.

1. Application requirements

1. Complete the application and include all the requirements listed below. Incomplete applications may be returned. You may send your application by email (businesslicenses@minneapolismn.gov), US mail, or drop it off at our office.
2. There is a [fee](#), for this application. You can pay by
 - Cash: Drop off your application at our office.
 - Check: Mail or drop off your application at our office.
 - Credit Card: Mail, drop off or email your application to businesslicenses@minneapolismn.gov. **Do not add your credit card information on this application.** We will call you to securely charge your credit card.
3. **Business Plan for Temporary Extended Hours** (Form #1)
 - [Police Safety Plan Review Form](#) (Form #2)
 - [Sound Management Plan](#) (Form #3)
4. 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.
5. If you sell or give away food or beverage, submit the [Event Food Sponsor Permit application](#) and [Short Term Food Permit](#) applications at least two weeks before the event. You must meet the [Green To Go](#) packaging requirements.
 - This is not required. We are not selling or giving away food.
6. **Notification:** You need to send a letter to your [City Council Member](#), [Neighborhood Organization](#), and [Business Association\(s\)](#). Tell them your business name, address and type of license; your name, email address and telephone number; and include your Business Plan. Attach a copy of your [letters or emails](#).

2. Background information

Business Name (DBA)	Business Address	
Name	<input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Manager	
Event Contact Person	Email Address	Cell Phone Number
Type of License(s)	License Number(s)	

3. Event information

Name of Event	Estimated Total Attendance
Purpose (Fundraiser, Anniversary, Concert Event)	
Dates/Times	
Name and description of area during the extended hours (dining room, North parking lot, etc.)	
Is this site ADA compliant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is entertainment offered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	
Describe:	
Will the entertainment be amplified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you applied for an Amplified Sound Permit ? (Outdoor Only) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has your business had any Temporary Extended Hours of Operation licenses in the past calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following:	
Event/Dates	Event/Dates

4. Security

<input type="checkbox"/> Employees Total on Duty _____ Assigned to Security _____	<input type="checkbox"/> Contract Security Personnel How Many _____ Contact Person _____ Telephone Number _____ Security Company _____	<input type="checkbox"/> Off Duty Minneapolis Police How Many _____ Contact Person _____ Telephone _____
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If additional information is needed, your [License Inspector](#) will contact you.

5. Additional permits – check all that apply.

Questions: Contact your [License Inspector](#).

- Barricades:** Contact a bonded/insured barricade/sign company for redirecting vehicle and pedestrian traffic.
- Electrical Permit** for temporary service and outlets. Call the State of Minnesota 612-866-1979 or 1-800-342-5354.
- Fire Works and Fire Related Permits:** Call the Minneapolis Fire Department at 612-673-3000 or 311.
- Park Board Permits:** Call 612-230-6441.
- Plaza Permit** required for Peavey Plaza, Loring Greenway, or Chicago Mall. Please contact Green Minneapolis at info@greenminneapolis.org.
- Recycling Containers:** May be rented for a fee from Minneapolis Solid Waste and Recycling. You must request these ten days in advance.
- Special Event Permit** for Amusement Buildings, Bonfires, Canopies, Exhibits/Tradeshows, Fireworks, Liquid/Gas filled Vehicle in an Assembly Area, LP/Propane, Open Flames/Candles in an Assembly Area, Private Hydrants, Rooftop Heliports, Temporary Assemblies, and Tents/Temporary Membrane Structures. Call 612-673-3000 or 311.
- Street Closures** for block events, parade routes, detours, etc. Call Transportation and Parking Services Division at 612-673-5750.
- Temporary Toilets:** You must use a state of Minnesota licensed company.
- Tents:** Building and Fire Inspectors must approve your detailed plan. Call 612-673-3000 or 311.

6. Verification

The City of Minneapolis uses the information on this application to determine qualifications for a license. You are not legally required to provide this information. If you refuse, we cannot approve your application. After we approve your license, all information is public (MN Statutes, Chapter 13).

A signature is required.

- I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

I, (print name) _____, certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. All information is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension or revocation of my business license.

By typing your name, you are electronically signing this application.

Signature of Applicant _____ Title _____ Date _____

7. Review and approval – for office use only

Previous issues:

Concerns and Resolutions for this event:

Approved dates and hours for the event:

Evacuation Plan Required? Yes No

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.

8. Additional information

1. Applications must be signed by an owner, partner, or on-site manager.
2. You cannot transfer this license to any other person or location.
3. For reasonable accommodations or alternative formats, please call us at 612-673-2080 or send us an email at businesslicenses@minneapolismn.gov. Individuals who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000.
4. Information in other languages: Para asistencia 612-673-2700. Rau kev pab 612-673-2800. Hadii aad Caawimaad u baahantahay 612-673-3500.

Business Plan Requirements for Temporary Extended Hours

#1

The Minneapolis Code of Ordinances, Chapter [309.80](#), requires applicants to describe in detail your business operations. Attach a typed report that includes all the following items. You may attach extra documents to your report.

1. Hours of Operation

- Hours for every day of the week
- Inside and outside hours

2. Safety

- Attach your [Police Safety Plan Review Form](#) to help prevent illegal behaviors and disorderly customers at your business, parking area, and neighborhood.

3. Noise

- Attach your [Sound Management Plan](#) which details how you will manage sound from your business.

4. Litter Removal

- You are required to clean litter within a 100 foot radius from your business. Describe your plans for litter, graffiti, and garbage. Include staff and hours assigned and plans during the warm weather months.

Acknowledgement and Agreement

I, (print name) _____, an authorized corporate officer, partner or owner, hereby acknowledge and agree to the following:

- The attached business plan is a true and correct; and
- Any material change in the business plan must be submitted to an approved by the Business Licenses Division before implementation; and
- Violation of this business plan may result in suspension, revocation, or refusal to renew my license or in a civil fine determined by the Minneapolis City Council.
- I have read and agree to the [Terms and Conditions](#) for electronic signatures.

By typing your name, you are electronically signing this application.

Signature of Applicant: _____ Title: _____ Date: _____



City of Minneapolis
Licenses and Consumer Services
505 Fourth Ave. S., Room 220
Minneapolis, MN 55415
Telephone: 612-673-2080

www.minneapolismn.gov/businesslicenses

#2

Police Department Safety Plan Review for Alcohol Businesses or Extended Hours Licenses

All businesses licensed by the City of Minneapolis must provide adequate security to prevent criminal activity, loitering, lurking and disorderly conduct at their business, including parking areas, per MCO 259.250 (4). Additionally, all alcohol license holders must prevent negative secondary effects directly attributable to the existence of their business, per MCO 360.55.

Not providing adequate security to make your business safe could have an impact on the success of your business and your ability to continue to operate.

Adequate security is not “one size fits all”. Even a well-vetted plan does not fit every circumstance. The following considerations and major components of a safety plan were developed in collaboration with successful business owners, the Minneapolis Police Department, the Office of Violence Prevention, and the Minnesota Licensed Beverage Association.

It is important that this review happens with the Minneapolis Police Department. Business owners meeting face to face with Police representatives is a way to develop a positive connection.

This portion to be completed by Applicant

Name of Business: _____ Address: _____

Contact Person: _____ Phone Number: _____

Business Safety Plan Requirements and Process

1. Please review the following components of a business safety plan.
2. Draft a plan that will best ensure the safety of your business, customers and the surrounding community, according to your business model.
3. Schedule a review of your plan by MPD Personnel to be determined by the Precinct Commander. The review should occur at the proposed business, if possible.
4. You must include copies of your License Application, Business Plan, Safety Plan and Sound Plan with this form. A Sound Plan is not required for off sale alcohol licenses.
5. Request peer support from a member of the business community by contacting your [Business Association](#).

Business Safety Plan

Based on industry best practices, a successful business will have a safety plan that includes the following components:

A. Staffing and Procedures

Definition: Staffing for your business includes the following: Staff levels, different job titles and job expectations. This will include when the business is operating and closed. Please focus on staffing related to providing a safe environment for your customers, staff, and community.

1. Who will perform hiring? Will you perform criminal background checks to inform hiring decisions? Will each job have a detailed job description? Will staff, especially management, have experience in industry or training?
2. Will you have dedicated safety personnel? Will you hire contracted safety personnel? Or, will you have regular in-house staff perform safety duties? If so, what levels during the week and during the weekend? Will you change this during special events or when you increase your occupancy? Will safety personnel be recognizable/wear uniforms?
3. What will your scheduling plan look like? Will it differ from summer to winter? Will special events at the business or in the city impact your staffing numbers? Will there be managers and/or supervisors? Will you cross train your staff to perform many duties?
4. Duties: Inside the premises? Outside the premises? Frequency of rounds? How will you address loitering? Will you have dedicated parking lot security staff if you have a parking lot? Will you work with neighboring parking lots that your customers use? This can help ensure safety.
5. Security Philosophy of Respectful Enforcement considerations: Will you offer regular de-escalation training? What procedures will you follow if it is necessary to escort a patron from the premises? Will your staff work in teams? ***Please note that if you hire an outside professional security company, they must be licensed by the Minnesota Board of Private Detective and Protective Agent Services.*
6. Incident Logs: How will you communicate policies, incidents, and updates to employees?
7. Do you plan to create a No Admittance List? Who has the responsibility for managing the list? What will be your criteria for adding or removing someone? Will you share this list with Business Licensing?
8. Add to your plan how your business will follow Hennepin County curfew times.

B. Exit Strategies

Definition: How you will move customers out of and away from your business before the time you can no longer have them there? This could be 1:30am, 2:30am, or the time your conditions need you to close.

1. Before closing time: Will you inform customers in advance? Alter lights and/or music? At what time will you stop alcohol and/or food service?
2. Closing Time: Will you provide escorts for customers and/or staff? Will you be monitoring your parking lot for illegal activities and/or disturbances? Will your business take part in traffic management?
3. Will you use valet services? Contracted or in-house? Make sure your safety plan includes protecting customers during high volume closing times. In some busy areas of the city, grid-lock can occur at closing time. This could be due to your valet service. How will you work with neighbors to assure access and safety for the neighborhood?
4. What are your plans for an emergency evacuation, sheltering in place, and an active shooter?

C. Training

Definition: Training your staff on your safety plan can be the best way to make sure they follow it.

Describe staff training that includes the following:

- staff meetings
- formal presentations
- name of trainer (or training company)
- topics covered
- ongoing training program (and for new-hires)
- policy for carding
- use of electronic ID scanners
- reward/discipline policy for staff that have served alcohol to minors
- self-audits.

The following information is on our website:

[Alcohol Server Training](#)

[De-escalation Presentation Prepared by the Barbara Schneider Foundation \(Dec 7, 2020\)](#)

[Trespassing Presentation Prepared by City Attorney's Office and Trespass Notice Form \(Nov 18, 2020\)](#)

Other types of training can include, but are not limited to:

- racial equity
- sensitivity
- hospitality
- bystander intervention
- sexual harassment
- any others that could help you and your staff create a safe and welcoming place for patrons to visit

D. Crime Prevention Through Environmental Design (CPTED)

Definition: CPTED uses design to discourage crime and promote building security. Architects design buildings/properties to hold up to the elements and natural disasters. We can also design them to prevent crime.

1. Having enough interior and exterior lighting levels can promote safety. What lighting will your business provide?

2. Having video surveillance can help protect your business from crime. It can also help support Police investigating crimes that may happen there or nearby. What video surveillance will your business provide?

3. Natural sight lines allow for you to see someone or something from any given point in a room. It can also add to the safety of your business. Consider how much of the business your staff can see at any given point.

4. Make sure that private spaces are only accessible by staff to prevent a crime from happening in them.

E. Peer and Professional Support

Definition: Peers are other businesses willing to offer guidance to your new business. Professional support would be who you hire or contract to help keep your business safe.

1. Who will be your business peer support?

2. Will you need extra professional support? Professional Security? Part-time Police Officers?

F. Regular Review

Definition: Safety plan review should occur at regular intervals of time to keep it fresh and up to date.

- 1. How often will you review your safety plan? Annually? Proactively before a special event? Reactively after an incident?
- 2. When you perform a self-review, will you keep records of this so that you can share it with others if you decide to do so?

G. Large Crowds Arriving at Once

Definition: If an event or bus let out at your business, you could have a large crowd arriving at once, that could overwhelm your staff.

- 1. What is your occupancy?
- 2. Will you allow party buses or pedal pubs to drop off a large crowd of people at your business? If so, how will you handle the crowd entering your business?
- 3. If applicable, how will your business handle let outs from concerts or games?

This portion to be completed by MPD

Police Representative _____ Badge # _____

Comments:

MPD Signature _____ Date _____

Applicant Signature _____ Date _____

The Minneapolis Police Department does not approve safety plans or endorse license applicants or applications.

Sound Management Plan Requirements

An effective Sound Plan helps you balance your entertainment goals with those of the community. Not all questions apply to your business. Answer all that are relevant both indoor and outdoor.

1. Speakers

Describe the position of speakers to deflect or absorb excessive noise.

How will you minimize low-frequency music beats?

What time will you turn down music and what time you turn off speakers?

2. Closing Time

When will you stop serving alcohol? Turn up lights? Turn down music?

What time you will seat your last customers? How will you tell customers of closing time? What time will you ask customers to leave?

How will you manage noisy customers?

How will you remind customers to lower their voices to respect residents? This includes customers who park on residential streets.

3. Outdoor Capacity

List the capacity of your outdoor area.

Describe how you will manage the area to prevent over occupancy.

Describe how the seating design will minimize or deflect excessive sound.

4. Equipment

Describe your sound metering equipment and/or music systems with self-regulators. How do you plan to use them?

5. Staff

Describe sound management training for managers, supervisors, bartenders, hosts, servers, and security staff. What are their duties, including the frequency of rounds?

Describe how you will remind, relocate, and/or remove noisy customers?

Describe your community outreach. This can include neighborhood association meetings or downtown LINC meetings, for example.

6. Special Events

What are your plans for special events in the city?

7. Complaints

Describe how you will address sound complaints? This can include a telephone number other than your business number for residents to call for sound concerns.

8. Architectural Design or Enhancements

Describe the use of sound blocking walls, fences, and/or landscape.

How you plan to direct sound away from occupied buildings.

Additional Resources

For more information about resources and solutions, send an email to EnvServicesInfo@minneapolismn.gov or call 612-673-3867. Here are common concerns.

1. Do you plan to use an outdoor area? Yes No
2. Is your seating capacity over 200 people? Yes No
3. Will you have amplified sound? Yes No
4. Are you located in a residential area? Yes No
5. Do customers tend to all leave at closing time? Yes No
6. Do customers park in residential areas? Yes No
7. Is your mechanical equipment located within 100 feet of a residential area? Yes No
8. Do you have a routine maintenance schedule for mechanical equipment? Yes No
9. Have you received complaints about sound? Yes No
10. Do you want to learn more about sound management plans? Products to measure and regulate sound? This includes sound engineers, sound meters, for example. Yes No