

## License Application: Extended Hours of Operation

This is required for any business that wants to be open to the public earlier or later than the authorized hours listed by Zoning in the Minneapolis Code of Ordinances.

Before you can open for your extended hours, you must have a public hearing, which will be scheduled by your Inspector.

Businesses that do not need an Extended Hours license: hospitals, birth centers, hotels, religious institutions, colleges, universities, residential use buildings, licensed parking facilities, and businesses that sell alcohol drinks.

If you have questions, contact your area 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](mailto:businesslicenses@minneapolismn.gov), US mail, or drop it off at our office.
2. There is a license [fee](#), an investigative fee and new license processing charge, for this application.  
You can pay by;
  - Cash:** Do not mail cash, you must drop it off at our office.
  - Check:** Make checks payable to- Minneapolis Finance Department
  - Credit Card:** Mail, drop off or email your application to [businesslicenses@minneapolismn.gov](mailto: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** (form #1)- attach a written business plan
  - Police Safety Plan Review** (form #2)- attach a written plan and the signed form from your Police precinct
  - Sound Management Plan** (form #3)- attach a written sound management plan
4. **Background information:**
  - Data Privacy Advisory** (form #4)- This is required for the applicant and all owners, managers and partners.
  - Driver's license** or valid government issued photo ID for each owner and partner.
  - Background report**- This report must be dated **within 30 days** of receipt of this application and is available from the State of Minnesota Bureau of Criminal Apprehension at 1430 Maryland Ave E. St. Paul, MN 55106 or at 651-793-2400.  
No one can have a felony conviction or two (2) misdemeanors relating to or coming from the operation of the business or similar businesses within the previous five (5) years.
5.  **Personal Information Form** (form #5)- Attach a completed form for the applicant, each owner, partner, officer, shareholder and manager of the business.
6.  **Lease**- attach a copy of the signed lease for the business
7.  **Notification:** You need to notify your City Council Member, Neighborhood Organization, and Business Association(s). Tell them about your business including the name, address and type of license; your name, email address, hours and telephone number; also include a copy of your approved Business Plan.
  - Attach a copy of your notification letters or emails.

## Extended Hours Application

### 2. License details

Do you have a current license for this business?  No  Yes. If yes, list:

Current license number(s)

Current license type(s)

### 3. Applicant information

Legal company name (LLC, Corp, LLP)

Business trade name/DBA

Name (Last, First, MI)

Owner  Officer  Partner  Manager  
 Other \_\_\_\_\_

Business address

Suite

City

State

Zip code

Mailing address (if different than business address)

City

State

Zip code

E-mail address

Minnesota Sales Tax ID number (Required)

Business phone number

Cell phone number

Type of ownership:  Corporation  LLC  
 Sole proprietor  Partnership  Non-profit

Date of incorporation

State of incorporation

Is this business publicly traded?  Yes  No

Proposed starting date:

Person completing this application

Title

Email:

Phone number

### 4. Building information

Changing kitchen equipment

Remodeling the business

Are you planning or have you completed any construction or remodeling?  Yes  No

Name of contractor or building manager

Are you adding/changing equipment that requires  a gas connection  a plumbing connection  
 ventless cooking equipment and/or  use of a ventless hood?

Explain the type of remodeling, construction and/or equipment changes.

What is the fire occupancy? \_\_\_\_\_

Total square footage \_\_\_\_\_

## 5. Entertainment

Describe in detail any type of entertainment you are planning to provide at the business.

Inside-

Outside-

Check the entertainment level provided at the business:

**No Live Entertainment:** Use of radio, television, electronically reproduced music, and/or jukebox.

**Limited Entertainment:** Book readings, storytelling, live solo comedians, karaoke, amplified or nonamplified music by a DJ or any number of musicians, and group singing by customers. No customer dancing.

**General Entertainment:** All forms of entertainment described above and customer dancing.

**Adult Entertainment:** This includes persons who are unclothed or dressed in attire/costume which exposes any portion of female breasts and/or male or female genitals (nude or semi-nude).

## 6. Company operations

Inside use:

List the days and current hours of operation:

List days and extended hours the business will be open:

Outside use:  None

Private patio

List current days and hours of operation:

List days and extended hours for the private patio

Sidewalk café- (requires a separate application)  
 List days and current hours of operation:

List days and extended hours for the sidewalk cafe

**Food service**

List the hours of full food service

Describe the menu

**7. Owners - attach more sheets if needed**

List all owners, shareholders, officers and partners unless your company is publicly traded. Ownership must add up to 100%.

Full name: Last, First, Middle		Telephone	
Home address	City	State	Zip code
Title	Date of birth	Ownership %	
Full name: Last, First, Middle		Telephone	
Home address	City	State	Zip code
Title	Date of birth	Ownership %	
Full name: Last, First, Middle		Telephone	
Home address	City	State	Zip code
Title	Date of birth	Ownership %	
Full name: Last, First, Middle		Telephone	
Home address	City	State	Zip code
Title	Date of birth	Ownership %	

### 8. Manager(s)- list all mangers

Full name		Cell phone	
Home address	City	State	Zip
Email	Date of birth	Ownership %	
Full name		Cell phone	
Hone address	City	State	Zip
Email	Date of birth	Ownership %	

### 9. Security

Will you hire licensed security?  Yes  No

If yes, name of licensed security company \_\_\_\_\_

Will you hire off-duty police officers at any time during the license year?  No  Yes

If yes, send us a copy of your insurance approximately two weeks before your license is approved.

**Certificate of Liability Insurance:** This must be furnished by your Insurance Agent. You are required to have public liability or damages covering during all periods of employment of an off-duty city employee in the sum of \$100,000 per occurrence and \$300,000 aggregate for personal injury or death and \$5,000 per occurrence for property damage.

**Certificate of the Workers Compensation Policy for off-duty police officer(s) during employment with the licensee.**

**I agree that the city will be held harmless, and the licensee will assume the defense of the city against any claim or lawsuit against it by reason of the licensee's employee also being an off-duty city police officer.**

### 10. Workers compensation

Workers' compensation company	Policy number	Dates of coverage
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-----Or-----

I certify that I am not required to carry workers compensation insurance because

I am the only worker and I have no employees.

I have no employees who are covered by workers compensation law. Only employees who are specifically exempted by statute are not covered by the workers compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is controllable by the employer must be covered.

## 11. 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. MN Statute 270C.72 requires your Minnesota Tax ID Number and either a Social Security Number or Individual Tax ID Number. These may be given to the Minnesota Commissioner of Revenue if requested. After we approve your license, all information except your Social Security Number 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 given is subject to verification by the City of Minneapolis. 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 \_\_\_\_\_

## 12. Additional information

1. No license will be issued for longer than one year.
2. You cannot transfer your license to any other person or location.
3. Any changes to the business after the license is issued, you must contact your Inspector.

For reasonable accommodations or alternative formats please contact Business Licensing at 612-673-2080 or via email at [businesslicenses@minneapolismn.gov](mailto:businesslicenses@minneapolismn.gov). People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para ayuda, llame al 311. Rau kev pab hu 311. Hadii aad caawimaad u baahantahay wac 311.

## **Business Plan Requirements Extended Hours**

Describe in detail your business plan and how you will run the business. **Attach a written/typed** detailed plan that includes all the following items, and you may attach extra documents to your plan.

- 1. Safety.** Attach your Police Safety Plan Review Form to help prevent illegal behaviors and disorderly customers at your business, parking area, and neighborhood.
- 2. Noise.** Attach your Sound Management Plan which details how you will manage sound from your business including inside and outside. For additional information and resources about sound management, call 311 or email [EnvServicesInfo@minneapolismn.gov](mailto:EnvServicesInfo@minneapolismn.gov)
- 3. Litter removal.** You are required to clean garbage within a 100-foot radius from your business. Describe your plans for garbage and graffiti cleanup, including staff and hours assigned and plans during the warm weather months.
- 4. Entertainment.** Describe the following for inside and outside:
  - Type of entertainment you will provide at your business (ex: TV, radio)
  - List days and hours of the entertainment
  - Location of the entertainment, both inside and/or outside
- 5. Hours of operation- both inside and outside**
  - List the hours for your business
  - Include outside hours of sidewalk café and/or a private patio
- 6. Food service.**
  - Describe your menu and types of food
  - List the hours of food service
  - Include the staffing of your kitchen
- 7. Applicant's experience and background with customers.** Include a resume or list work experience of working or owning a business.
- 8. Advertising.** How will you advertise your business?
  - List all your websites, and your business social media links where you will be advertising

## 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 true and correct; and
- Any changes in the business plan **must** be submitted and approved by Business Licensing before the changes are made; and
- Violation of this business plan may result in suspension, revocation, and/or refusal to renew my license or in a civil fine determined by the Minneapolis City Council.

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  
 612-673-2028

## Police Department Safety Plan Review

Alcohol Business    Extended Hours

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).

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 detailed plan does not fit every situation.

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

**This part to be completed by applicant**

**Name of business** \_\_\_\_\_

**Business address** \_\_\_\_\_

**Contact person** \_\_\_\_\_ **Phone number** \_\_\_\_\_

**Email** \_\_\_\_\_

### Business Safety Plan requirements and process

1. Please review the following topics of a business safety plan.
2. Create and write a plan that will best ensure the safety of your business, customers and the surrounding community, according to your business model.
3. Any changes to the Safety Plan must be approved prior to the changes.
4. Schedule a review of your plan with MPD personnel to be determined by the Precinct Commander. The review should occur at the proposed business, if possible.
5. You must include copies of your License Application, Business Plan and Safety Plan with this form.

## Business Safety Plan Guidelines

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

### A. Staffing-

- Who will do the hiring and how many employees will you have working each day?
- Do employees have certain job titles and responsibilities with job experience?
- Will you complete background checks on all employees before hiring them?
- A manager, who is in charge, must be on site during all business hours.
- If you have an outside area, how will this be staffed?

### B. Security-

- Describe your security staffing and policy
  - Will you use Off Duty Police
  - Will regular staff perform security
  - Will you hire a licensed security company
- What are the security staffing levels-
  - Do you have a main person in charge of security
  - During the events or if you have live music
  - Outside areas
  - During the summer/ warmer weather or colder weather
  - Weekends differ than during the week
  - If you have 18+ events
- Will security be in a uniform or recognizable clothes so they can be identified?
- Will they be armed with a firearm or other weapon?
- Do you have security cameras-
  - Where are the cameras located
  - How long is the footage saved for
  - Who has access to retrieve footage
  - Will you provide the footage if requested?

**Note-** if you hire an outside professional security company, or contract with security personnel that are not your W-2 employees, they must be licensed by the Minnesota Board of Private Detective and protective Agent Services.

Any company can hire someone as an employee (W-2) to protect their own property (326.3381 sub 1a. Proprietary Employees). However, any individual or company who offers this service as a contractor (1099), or offers this service to another company, needs to be licensed by the State of MN (326.338 Sub 4. Persons Engaged as Protective Agents)

- **Incidents-** how will you communicate to staff and document incidents

- **“No Admit List”** Do you plan on creating a list of people that you will not allow to enter the business again.
  - How is this documented and when is someone added to the list?
  - Who is responsible to manage the list?
  - Will you share this list with Police and Business Licensing?
- **Loitering-** how will you handle any loitering outside of the business
  - Prevent customers from being too loud outside of the business
- **Queues or lines outside-** how will you prevent customers from blocking the sidewalk while they wait in line to get in?
- **Parking Lots-** if you have a parking lot, describe how you will:
  - Prevent people from hanging out in the lot
  - Will you have staff that are assigned to the parking lot
- **Private space in the business-** how will you prevent customers from going into spaces and areas that are not for the public (offices, storage)

#### **C. Exit plans- describe for inside and outside**

- How will you notify customers that the business is closing soon?
  - What time do you stop serving food
  - What time will you stop seating customers
  - What time will stop letting customer into the business
- Describe how you will assist people to leave the business on time
- How will you ensure people leaving aren't being loud and disruptive to the neighbors?
- If you have a parking lot, how will you prevent people from loitering and being loud?
- **Valet Service**
  - Will you hire a separate valet company
  - Do you have a Valet license?
  - How is valet service handled at the end of the night when everyone is leaving at the same time?
- Explain how you will work with traffic management to prevent traffic jams?
- What are the plans for emergency evacuation, sheltering in place and/or active shooter?

#### **D. Crime Prevention Through Environmental Design**

- Is there enough inside and outside lighting to promote safety
  - describe the lighting for your business
  - Are windows letting in natural light and not covered at night
- Natural sight lines- can staff see all areas or customers from any place in the business

#### **E. Large Crowds-** how does staff handle large crowds

- What is your occupancy?

- How do you keep track of occupancy, so you are not over crowded?
- What if large crowds arrive at your business all at once?
- Do you allow party busses or pedal pubs?
- Special planned events
- Unplanned events

**F. Complaints-** how do you handle complaints about your business

- Who is main contact for complaints from-
  - Police
  - Neighbors
  - Business Licensing

**This part to be completed by MPD**

Minneapolis Police representative \_\_\_\_\_ Badge # \_\_\_\_\_

**Comments:**

MPD signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**The Minneapolis Police Department does not approve 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. Answer the questions for both **indoor** and **outdoor**, but not all questions will apply to your business.

- **Speakers- describe for indoor and outdoor**
  - Describe the position of speakers to deflect or absorb noise from the speakers. Best practice is to direct the speakers down.
  - Is your mechanical equipment located within 100 feet of a residential area?
  - How will you minimize low-frequency music beats?
  - What time will you turn down music?
  - What time will you turn off speakers?
- **Closing time- describe for indoor and outdoor areas**
  - Turn up lights? Turn down music?
  - What time will you 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.
- **Outdoor capacity**
  - List the capacity of your outdoor areas.
  - Describe how you will manage the area to prevent over occupancy.
  - Describe how the seating design will minimize or deflect excessive sound.
- **Equipment**
  - Describe your sound metering equipment and/or music system with self-regulators.
- **Staff**
  - Describe sound management training for managers, supervisors, hosts, servers, and security staff. What are their duties, including the frequency of rounds.
  - Describe your community outreach. This can include neighborhood association meetings for example.
  - Describe how you will remind and/or remove loud customers.
- **Special events**
  - What are your plans for special events in the city?
- **Complaints**
  - Describe how you will handle sound complaints. This can include a telephone number other than your business number for residents to call for sound concerns.
- **Architectural design or enhancements**
  - Describe the use of sound blocking walls, fences, and/or landscape.
  - How will you direct sound away from occupied buildings?

### **Additional Resources**

For more information about resources and solutions, send an email to [EnvironmentalInspections@minneapolismn.gov](mailto:EnvironmentalInspections@minneapolismn.gov) or call 612-673-3000 or 311.

Here are common concerns.

- The decibel limit for amplified sound without an amplified sound permit (e.g., patio speakers playing house music) is five (5) dB(A) above ambient levels on adjacent properties, including the public right-of-way.
- Amplified sound permits are required for outdoor sound amplifying equipment above five (5) dB(A) over ambient levels. Learn more and apply for an amplified sound permit at <https://www.minneapolismn.gov/business-services/licenses-permits-inspections/environmental/outdoor-amplified-sound/>

## Data Privacy Advisory

Complete the information below and attach the following for each owner, officer, partner:

- A copy of your valid driver's license or government issued photo ID.
- Background Report: This report must be dated **within 30 days** of receipt of this application and is available from the [State of Minnesota](#) Bureau of Criminal Apprehension at 1430 Maryland Ave E. St. Paul, MN 55106 or at 651-793-2400.

The Minnesota Data Practices Act requires us to tell you the following information:

As an applicant for a Minneapolis business license, we ask for private and/or confidential information. We use this to check driving history, criminal history, arrest records, warrant information, and other relevant records.

You are not legally required to provide this information. If you do not, we cannot complete our investigation or approve your application.

The information you provide is public and will be used by the Minneapolis Police Department, License Inspection Unit, the Minneapolis Division of Licenses and Consumer Services, the Minneapolis City Council, and the general public.

## Authorization for Release of Information

Last name	First name	Middle name

Also Known As: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Title: \_\_\_\_\_

- I have read and understand the above Data Privacy Advisory.
  - I have read and agree to the [Terms and Conditions](#) for electronic signatures.
- By typing your name, you are electronically signing this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Personal Information Form

## Extended Hours

#3

This form must be completed by each of the following:

- Manager(s)
- Owners, partners, corporate officers, and anyone in the corporation who has a financial interest in the business.

Background information					
Legal corporate name of business			Trade name of business (DBA)		
Street address of licensed premises		Suite	City	State	Zip code
Your full name (First, Middle, Last)			Title		% of ownership
Email address		Phone number			
List your home address for the past ten (10) years. Attach additional sheets if needed.					
Street address		City	State	Zip	From: To:
List employers, occupations, and addresses for the past ten (10) years. Attach additional sheets if needed.					
Employer and occupation		Street address and city		State	Zip From: To:
<p>Have you ever had a license denied, revoked, or suspended? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list the type of license, location, date of denial, revocation or suspension, and reason.</p>					
<p>Have you or your spouse ever been convicted of any city ordinance violation, state law violation, petty misdemeanor, misdemeanor, gross misdemeanor, or felony?</p> <p>This includes both civil and criminal offenses, including state, local, and federal offenses. Do not include parking violations.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, list details below-</p>					

Offense	Fine/penalty	City and state	Date

**Data privacy advisory**

The Minnesota Data Practices Act requires that you be advised of the following information. As part of this application, you are asked to provide private and/or confidential information about yourself that will be used to check driving history, criminal history, arrest records, warrant information, and other relevant records. You may refuse to provide this information. However, should you refuse, our investigation cannot be completed and will result in your application not being processed. The information you provide is public and will be used by the Minneapolis Police Department, License Inspection Unit and/or the Minneapolis Division of Licenses and Consumer Services, the Minneapolis City Council, and the general public.

**Verification**

The data you furnish on this application will be used by the City of Minneapolis to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Minneapolis may be unable to process this application. After issuance of a license, all information contained in this application, except your Social Security Number, will be public information pursuant to Minnesota Statutes, Chapter 13.

A signature is required.

I have read and understand the above Data Practices Advisory.

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 given is subject to verification by the City of Minneapolis. 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 \_\_\_\_\_