

LIQUOR LICENSE POLICY

APPLICATION PROCEDURES AND GUIDELINES

A. NO APPLICATION SHALL BE ACCEPTED UNLESS:

1. All questions are answered in full.
2. A map of the layout of the facility is attached showing where liquor will be served.
3. A copy of the Articles of Incorporation (if corporation) and a copy of the By-Laws is attached.
4. A copy of the food menu (if applicable).
5. A business plan.
6. The application is signed and notarized.
7. The required investigative fee is paid in full. If payment does not clear bank, application process will be stopped until cash payment is made. Investigation fees are:

Individual	\$200
Partnership	\$300
Corporation	\$500
Wine	\$200

8. The Police Department will conduct a criminal investigation on the applicant(s). The process could take up to 30 days.

B. COUNCIL APPROVAL OF LIQUOR LICENSE APPLICATION:

1. No application will be presented to the Common Council until the criminal investigation is completed and a report made available to the City Clerk.
2. The liquor license application shall be presented to the Council at the next available Council meeting following the investigative report to the City Clerk.

C. MY APPLICATION HAS BEEN APPROVED...NOW WHAT?

1. The applicant is responsible for obtaining all necessary permits, prior to opening, related to the operation of their business. Permits may include:
 - (a) Building Permits, Inspections & Certificate of Occupancy
-Contact the Building Safety Department, 2122 Campus Drive SE,
(507) 328-2600
 - (b) Fire & Assembly Permits
-Contact the Fire Department, 201 4th Street SE, (507) 328-2800

- (c) **Health and Food Handling Permits**
-Contact Olmsted County Health Department, 2100 Campus Drive SE,
(507) 328-7500

2. **At least three weeks prior to opening, the applicant needs to deliver the following documents to the City Clerk's Office. The City Clerk will certify the license information to the Secretary of State for further approvals. All information will be sent as soon as possible to allow the Buyer's Card to be returned to allow the licensee to purchase and stock liquor prior to opening.**

- (a) **An Insurance Certificate showing liquor liability coverage running from the start of the business license through March 31 of the current licensing period. All renewals shall require an updated certificate showing the licensing period of April 1 through March 31 of the following year.**
- (b) **An Insurance Certificate showing Worker's Compensation Coverage.**
- (c) **A completed Buyer's Card (available from the City Clerk) with a \$20.00 check made payable to MINNESOTA ALCOHOL AND GAMBLING ENFORCEMENT. (The Buyer's Card allows the purchase of wholesale liquor for your business.)**
- (d) **If you are planning on staying open to 2:00 AM, an application from the State Alcohol and Gambling Enforcement will need to be completed and submitted to the City Clerk with the required fee. (available from the City Clerk)**

3. **If you are obtaining an On-Sale Wine, On-Sale Club Intoxicating Liquor or an Off-Sale Intoxicating Liquor license, an enforcement inspector from the State Alcohol and Gambling Enforcement Office will visit your business prior to State approval of the license.**

D. WHEN CAN I OPEN THE BUSINESS AND START TO SELL ALCOHOL?

The City Clerk's Office will work closely with you in the final weeks prior to opening to try to accommodate you in opening on schedule. You must have a Certificate of Occupancy from the Building Safety Department before you can open and the approved liquor license before you can sell liquor to the public.

License fees are paid on a pro-rated basis to the City Clerk prior to opening. Please check with the City Clerk on the appropriate fee for your license(s).

E. RENEWALS OF LIQUOR LICENSES

Renewal information for the next licensing period will be sent from the City Clerk's Office at the end of January. Licensees have until the end of February to complete and return all materials to the City Clerk as instructed.

Renewal licenses will be presented to the Common Council for approval the first week of March. All license fees are due prior to April 1st.

IF YOU HAVE QUESTIONS

Office Hours - Monday through Friday, 8:00 AM to 5:00 PM

**City Clerk's Office
201 Fourth Street S.E.
Rochester, Minnesota 55904**

(507) 328-2900 – telephone

(507) 328-2901 – fax

www.rochestermn.gov