

ROCHESTER



Office of the City Clerk

ADDENDUM C: AREA OF LICENSED PREMISES AND FLOOR PLAN

[Rochester Code of Ordinances, Chapter 5-19](#) applies to Alcoholic Beverages and all liquor-related licenses. Liquor licensing is also governed by [Minnesota Statutes Chapter 340A, Liquor](#).

Every application for an alcohol license must include a complete description of the premises at which it is proposed to sell alcoholic beverages, including a floor plan or detailed diagram of the premises, indicating those areas open to the public, showing dimensions, and indicating the number of persons to be served in each room or area.

1. Provide a complete description of all areas that will constitute the licensed premise to be covered by the license for which you are applying. This should include describing where alcohol will be stored, and where it will be served and consumed.

2. Attach a floor plan/diagram of the licensed premises

Attach 8 ½" x 11" sheets containing a diagram of both your INTERIOR and EXTERIOR premises. Include dimensions. Hand drawn floor plans are accepted if they are legible. Drawings for outdoor areas may be on a separate sheet. Please note, if the outdoor area is located in the public right of way (typically the public sidewalk), drawings must include additional features and a separate Sidewalk Café Permit must also be obtained.

Include the following things on your floor plan:

1. Your business name, including the legal name and any doing business as (DBA) name.
2. The function of the space including the dimensions and square footage of the area in which alcohol will be served or available, and where food (if any) will be served.
3. The number and size of tables.
4. The number of chairs and their location to the tables. Seating capacity needs to be consistent with the number of patrons stated in your license application.

Outdoor diagrams should include the following, in addition to the information above:

1. Location of any umbrellas, planters, stanchions, fences, lights, signs, etc.
2. Any heating elements and location of storage area for gas cylinders.