

ROCHESTER



Minnesota

Office of the City Clerk

February 2019

Dear City of Rochester Liquor Licensee:

As we approach renewal season this year, we are implementing a new licensing system. This system will allow you as a licensee to enter and access your account information on line.

What the new system means to you:

- New City license numbers will be assigned to your account(s)
- Complete City renewal applications are required to get needed information into the new system
- You can choose to apply online, or continue submitting everything by paper
- If you choose to create an online account, you will receive email notifications of your application status, and can log on to access your account information or download a copy of your license
- Official license certificates will still be mailed out for display on the licensed premises

In order to make the transition to the new system, it is necessary for all licensees to complete all of the requested license information in your renewal application, either online or by submitting a paper application. Incomplete renewal applications are not able to be processed for approval.

Required Materials for Renewal:

The first 2 pages of your renewal application serve as a checklist for your submission. Please refer to and use this checklist in preparing your renewal, whether you will be submitting it online or in hard copy.

- ✓ City Renewal Application – online directly in Accela or by submitting all 6 pages in hard copy
- ✓ [Application Verification & Acceptance of Responsibility page](#) of Application – must be signed in person at the City Clerk’s Office or in front of a notary
 - If submitting a paper application, this is page 6 of the application
 - If applying online, you can bring in [this page](#) to sign at the Clerk’s Office or you can upload a copy that was signed in front of a notary in Step 4 of the online application
- ✓ [Addendum B: Business Plan](#) – required only if you have made updates to what is on file
- ✓ [Addendum C: Area of Licensed Premises/Floor Plan](#) – must be updated and submitted with every renewal
- ✓ Copy of any summons received by any applicant or owner during the preceding year at any business involved in
- ✓ Certificate of Insurance through the end of the next licensing period, 3/31/2020, or other acceptable proof of financial responsibility as required by Minn. Stat. §340A.409 - [Example](#)
- ✓ State renewal form(s) - [Example](#)
- ✓ Payment of renewal fees

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Applying Online

Access the online application through the Accela [Citizen Access portal](https://aca.rochestermn.gov/citizenaccess/) at:
<https://aca.rochestermn.gov/citizenaccess/>

If you do not already have a Citizen Access account, your first step is to register for a public user account. This video walks through the registration process:

<https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=761310>

We have also created a document that helps walk through completing an online liquor application:

<https://www.rochestermn.gov/home/showdocument?id=23693>

As part of the online application, you can upload all required documents, or submit them directly to the City Clerk's Office. After you apply, we will send you an invoice you can pay online with a credit card, or you can mail a check or come into the Clerk's Office to pay by cash, check, or credit card.

Applying by Paper

Submit the City renewal application along with all other required documents and payment to the City Clerk's Office.

All City documents are available on our website at <https://www.rochestermn.gov/departments/city-clerk/licenses-and-permits/license-renewals>

These documents are all fillable PDFs that can be completed electronically and then printed for submission. All materials can be dropped off, mailed, or emailed.

Office of the City Clerk
201 4th St SE, Room 135
Rochester, MN 55904
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Deadlines

All City-issued licenses expire March 31. Please submit all your materials by March 11 to ensure no lapse in your license(s).

If complete applications with payment are not received by April 1, late fees equal to 50% of each license fee – up to \$300 per license – will apply.