



ROCHESTER

Minnesota

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BUILDING SAFETY DEPARTMENT
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2019 Liquor License Renewals

ANNUAL LIQUOR INSPECTION REQUIRED

RE: Annual Liquor License Renewal Inspection

As part of your annual liquor license renewal, the Building Safety and Fire Department must conduct an onsite inspection before the annual liquor license can be issued by the City Clerk. Building Safety has teamed up with the Fire department so only one agency will be onsite to conduct both inspections.

You will not be required to schedule a liquor license inspection; we will conduct them on an “as time permits” basis. Please make appropriate staff aware we will be stopping by anytime from mid-January through March to conduct an inspection. We will notify your staff when we are onsite. We will need access to all areas of the building or tenant space.

Please check the following items prior to mid-January. The following are some of the most common noted violations; exit signs (lighted with battery back-up), emergency lighting (test battery back-up), exit door hardware, 36” clearance to heating equipment, fire sprinkler and alarms (must be tested and tag annually), kitchen exhaust hoods (must be inspected/tagged semi-annually), fire extinguishers (must tested/tagged annually), Backflow plumbing devices tested/tagged annually; restrooms cleared and must not be used for storage.

If violations are noted; a violation notice will be left onsite and it is the liquor license holder’s responsibility to request a re-inspection. An annual inspection must be conducted and approved before a liquor license will be issued by the City Clerk.

If you have questions, please feel free to contact me at 328-2621 or gutton@rochestermn.gov.

Gary Dutton
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