

ROCHESTER



Office of the City Clerk

ON-SALE INTOXICATING LIQUOR LICENSE APPLICATION CHECKLIST – NEW APPLICATIONS

FOR INTOXICATING LIQUOR OR CLUB LIQUOR LICENSES

[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](#).

Licenses must be renewed every year, with the license period running from April 1 through March 31 of the following year. Every new license, or transfer of a license to a new owner, including a change in ownership of a corporate entity, requires payment of an investigation fee. Each license is also subject to an annual license fee. If a license is issued during the course of the license year, the annual license fee will be prorated monthly.

Section 1. ON-SALE INTOXICATING LIQUOR APPLICATION TYPES

Legal Corporate Name of Business to whom license will be issued	Trade Name (DBA) if different than legal name
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Investigation Fee Due at Time of Application(select one of the following based on your business type):

- Corporation or LLC - \$500
 Partnership - \$400
 Sole Proprietor – \$300

License Classification

Select one of the following:

Classification	2020-21 License Fee
Bowling Center	\$7,200
Club*	\$300 - \$3,000
Convention Center	\$4,000
Exclusive On-Sale	\$7,500
Exclusive On-Sale/Restaurant – Capacity Less than 25	\$3,000
Hotels	\$7,200
Restaurants/Brewpubs	\$5,100
Non-Profit Theaters (Live Performances)	\$4,000
Theaters (Live Performances)	\$7,200

*Clubs must meet the definition in [Minn. Stat. §340A.404 Subd. 1](#), and license only allows service to club members and bonafide guests. ALSO REQUIRES SUBMISSION OF STATE FORM [Application for Club On Sale Retail Liquor](#)

Please select any of the following endorsements to hold in conjunction with your intoxicating liquor license:

- Special Sunday License – \$200

Must be classified as a restaurant or hotel.

Convention Center or Theater licenses already authorize Sunday Sales.

If classified as an Exclusive On-Sale license, Bowling Center, or Club must meet the requirements in R.C.O. Sec. 5-19-1 to be considered a restaurant for the purposes of obtaining this license, including having appropriate facilities for serving meals prepared on the premises to the general public at tables to not less than 30 guests at one time.

ENTERTAINMENT – CHOOSE UP TO ONE

Limited Entertainment – \$200

Endorsement allows entertainment on the premises of any on-sale license holder limited to literary readings, storytelling, live solo comedians, karaoke, amplified or non-amplified music by a disc jockey or any number of musicians, and group singing by patrons of the establishment, with no patron dancing.

General Entertainment – \$2,000

Endorsement allows entertainment on the premises of any on-sale license holder to permit all forms of legal entertainment and patron dancing, including volleyball and broomball participated in by patrons or guests of the establishment, as well as stage shows, theater, and contests.

2 A.M. License – \$100 City Fee - ALSO REQUIRES SUBMISSION OF STATE FORM [Application for Optional 2 AM Liquor License](#)

Additional Bar Endorsement** – \$1,800 per additional bar; Number of additional bars: _____

***Fee required only when fully distinct restaurants or other facilities are co-located in one physical address, with separate entrances and separate branding but common ownership exists to operate under a single license.*

Total Due as Part of this application: _____ Investigation Fee – Due at time of Application

Will you pay all fees in full at the time of licensure or do you wish to split payment of the on-sale liquor fees in two halves, half due at the time of licensure, and half due by Oct. 1 of the license year?

Pay in full by time of licensure

Pay half of on-sale fee plus all other fees at licensure and the second half of on-sale fee by Oct. 1

Fees due before license is issued: _____ On-Sale Classification fee

+ _____ Special Sunday License

+ _____ Limited or General Entertainment Endorsement

+ _____ 2 A.M. License City Fee

+ _____ Additional Bar Fee**

= _____ **Subtotal**

- _____ Proration (new licenses are prorated monthly from time of issuance)

= _____ **Estimated 2020-21 License Fee**

Do you intend to also apply for a sidewalk café permit for this location? Yes No

(Separate application required – only needed for outdoor seating in the public right-of-way; all outdoor seating with or without a sidewalk café permit must be listed and included in the diagram as part of Addendum C)

Section 2. CHECKLIST OF REQUIRED INFORMATION AND STEPS

Staff Initials	For your license application to be processed, you must submit the following to the City Clerk’s Office:
	<p>APPLYING ONLINE:</p> <p><input type="checkbox"/> Complete the information required through Section 6 of this application form in the online Citizen Access portal of Accela. Application verification and acceptance of responsibility must be completed by either:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signature of an authorized owner, member, partner, or officer in person at the City Clerk’s Office – OR - <input type="checkbox"/> Signature of an authorized owner, member, partner, or officer in the presence of a notary and uploaded under <i>Step 4: Documents</i> in the online application <p>Upload other required addendums under Step 4: Documents in the online application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ADDENDUM A: PERSONAL SUPPLEMENTAL AFFIDAVITS – TOTAL NUMBER SUBMITTED: _____ <input type="checkbox"/> ADDENDUM B: BUSINESS PLAN INCLUDING SOURCE OF FUNDS STATEMENT AND COSTS REPORTING <input type="checkbox"/> ADDENDUM C: DIAGRAM OF LICENSED PREMISES/FLOOR PLAN <input type="checkbox"/> Any required State applications (needed if applying for Club on-sale or 2 a.m. license)

	<p>SUBMITTING A PAPER APPLICATION:</p> <p><input type="checkbox"/> This application form, fully completed and then signed by an authorized owner, member, partner, or officer at the City Clerk’s Office or in the presence of a notary.</p> <p>ANSWER EVERY QUESTION, USING N/A IF NECESSARY ON ANY QUESTIONS. APPLICATIONS WITH BLANK QUESTIONS MAY BE RETURNED WITHOUT PROCESSING.</p> <p><input type="checkbox"/> SECTIONS 1 – 7 COMPLETE</p> <p><input type="checkbox"/> SECTION 8 APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY COMPLETED BY:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Signature of an authorized owner, member, partner, or officer in person at the City Clerk’s Office – OR -</p> <p style="padding-left: 20px;"><input type="checkbox"/> Signature of an authorized owner, member, partner, or officer in the presence of a notary</p> <p><input type="checkbox"/> ADDENDUM A: PERSONAL SUPPLEMENTAL AFFIDAVITS – TOTAL NUMBER SUBMITTED: _____</p> <p><input type="checkbox"/> ADDENDUM B: BUSINESS PLAN INCLUDING SOURCE OF FUNDS STATEMENT AND COSTS REPORTING</p> <p><input type="checkbox"/> ADDENDUM C: DIAGRAM OF LICENSED PREMISES/FLOOR PLAN</p>
	<p><input type="checkbox"/> Any state forms required to be filled out by applicant and submitted by the City of Rochester (see section 1) <i>STATE ALCOHOL ENFORCEMENT FORMS CAN BE FOUND AT https://dps.mn.gov/divisions/age/forms-documents</i></p>
	<p><input type="checkbox"/> Payment of investigation fee at time of application:</p> <ul style="list-style-type: none"> • \$300 – Individual • \$400 – Partnerships • \$500 – Corporations, LLCs
	<p><input type="checkbox"/> Business documentation for corporation, LLC, or partnership – <i>See Section 3, Question 32 for requirements</i></p>
	<p><input type="checkbox"/> Copy of any summons received (if applicable) by any applicant or owner under Minn. Stat. §340A.802 during the preceding year at any business owned or involved in</p>
REQUIRED ITEMS TO BE SUBMITTED BY LICENSEE PRIOR TO LICENSE ISSUANCE AND BEGINNING OPERATIONS	
	<p><input type="checkbox"/> Certificate of Insurance through the end of the current licensing period, 3/31/202X, showing proof of financial responsibility as required by the State of Minnesota dram shop law (Minn. Stat. §340A.409) <i>***Can be submitted after application- See Sample COI for what is required in terms of information and minimum coverage</i></p>
	<p><input type="checkbox"/> Payment of required license fees to the City of Rochester</p> <ul style="list-style-type: none"> • Can be submitted after initial application but prior to license issuance • Can be split - 2nd half due by Oct. 1 of current license year
REQUIRED ITEMS TO BE SUBMITTED BY LICENSEE TO OTHER AGENCIES PRIOR TO BEGINNING OPERATIONS	
	<p><input type="checkbox"/> Federal Tax Stamp- Complete form TTB 5630.5d and file with the Federal Alcohol and Tobacco Tax and Trade Bureau for new operations and changes in operations. https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers.shtml</p>
	<p><input type="checkbox"/> State of Minnesota Buyer’s Card – Complete the state application and send directly to the state with the \$20 fee by check https://dps.mn.gov/divisions/age/forms-documents/AlcoholDocuments/applicationbuyerscardliquorwine.pdf</p>
	<p>Prior to the issuance of your license, all obligations due the City of Rochester must be paid in full. This includes any license fees, as well as real estate taxes, other assessments, utility charges, and any other charges owed to the City.</p> <ul style="list-style-type: none"> • Rochester Public Utilities will verify payment of all public utilities through the City Clerk’s Office. • Building inspections will be performed by the Building Safety and/or Fire Departments. • After background investigations are complete, the Common Council will consider the license application for approval.