

License Application: Permanent Expansion of Premises

An expansion license is required for any increase in the physical square footage of the licensed premises, whether the expansion occurs inside or extends to an outdoor area. The area must be compact and contiguous to your currently approved licensed premises, and you must have a license in good standing. Talk to your Inspector about the expansion as it may require a public hearing or additional applications.

1. Application requirements

1. Complete the application and include all the requirements listed below. Incomplete applications may be returned. You may send your application by email businesslicenses@minneapolismn.gov, US mail, or drop it off at our office.
2. There is a \$500 fee for this application. You can pay by
 - Cash:** Do not mail cash, you must drop off in person.
 - Check:** Make checks payable to- City of Minneapolis Finance Department
 - Credit card:** Mail, drop off or email your application to businesslicenses@minneapolismn.gov. **Do not add your credit card information on this application.** We will call you to securely charge your credit card.
3. **Expansion application** (Form #1)
4. **Updated business plan** with the changes to your originally approved plan.
5. **Source of funds statement** (Form #3) list of money that is needed for the expansion
6. **Detailed diagram:** Attach a scaled diagram that include the total square footage as well as labels of the indoor and outdoor areas. Highlight the area of the new expansion.
7. **Lease:** Attach a copy of the signed lease authorizing use of the new area.
8. **SAC Determination Letter-** Attach a copy with the expansion area listed.
Sewer Availability Charge (SAC): The Metropolitan Council charges a fee for new or upgraded sewer. If you have questions, call 612-673-3000 or email development@minneapolismn.gov.
9. **Liquor liability insurance certificate-** updated with sidewalk café and outdoor area.
 - Not needed, expansion is indoor only
10. **Notification letter:** You must notify your City Council Member, Neighborhood Organization, and Business Association(s) about your expansion. Attach a copy of your letter describing the expansion, list your name, email address, telephone number and copy of the expansion diagram. Below is a sample letter.

Dear _____,

We are planning to expand our business called _____ (name of business) in your ward located at _____ (address).

The business will be expanding by adding _____ (describe the expansion, hours, list number of tables and chairs, sidewalk café or patio).

I already have contacted the Zoning, Environmental Health and Licenses Divisions to determine the requirements for expanding this business. Please feel free to call me with your concerns or suggestions regarding this business.

Sincerely,
Your name
Business name, phone number, email address
Attachment: diagram

Expansion application

1. Business information			
Name of person making the request (must be owner, shareholder or partner)			Title
Phone number		Email	
Business name (DBA)		Business legal corporation name	
Business address	Suite number	City	Zip code
Business Email		Tax ID	
License number		Current license type	
New expansion information			
Are you doing any- <input type="checkbox"/> Remodeling or construction <input type="checkbox"/> Adding or replacing equipment			
Are you adding/changing equipment that requires <input type="checkbox"/> a gas connection <input type="checkbox"/> a plumbing connection <input type="checkbox"/> ventless cooking equipment and/or <input type="checkbox"/> use of ventless hood?			
Explain the scope of the remodeling or construction.			New fire occupancy
Name of contractor or building manager			
2. Expansion indoor			
Is the expansion indoors? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Explain the indoor expansion			
List days and hours of operation			
Number of seats added		Number of tables added	
Total number of seats		Total number of seats	

3. Expansion outside

Is the expansion outside? No Yes, if yes it may require a public hearing

Private patio

Sidewalk café- separate application is required

Street Café- separate application is required

Explain the outside expansion

List hours of outside area

Number of seats added

Number of tables added

Total number of seats

Total number of tables

4. Verification

A signature is required.

I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

I certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on application, checklist, and attached documents is true and correct. All information given is subject to verification by the City of Minneapolis. I understand that false information may result in the denial, suspension, or revocation of my business license.

By typing your name, you are electronically signing this application.

Signature _____ Title _____ Date _____

For reasonable accommodations or alternative formats please contact Business Licensing at 612-673-2080 or via email at businesslicenses@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para ayuda, llame al 311. Rau kev pab hu 311. Hadii aad caawimaad u baahantahay wac 311.

Documenting the source of funds for the business venture is one of the more important aspects of completing a license application. It is important that all financial information related to business start-up is completely documented and verifiable by the City of Minneapolis. Applications will not be processed without complete information about the costs and source of funds for your proposed business. **Your Inspector will notify you of the documentation you need to submit for your sources of financing.**

1. Tax records: Required

Attach last two years of completed and filed tax forms for each applicant and individual providing funding for the business venture or corporate tax records, if applicable. If taxes are owed, provide payment plan or proof they have been paid.

2. Costs Reporting Form: Required

Attach the Costs Reporting Form that lists all costs for starting the business. City staff has the right to request documentation for listed expenses and revenues as well as any unlisted expenses/revenues they feel is related to this application.

3. Bank statements:

Attach copies of last three months of full official bank statements that show the money being used is available in that first month's statement.

Attach the same three months of full official bank statements from the previous year. Example- May, June, July 2024 and May, June, July 2023

4. Loans from the lending institution

Attach a signed copy of the loan closing documents that clearly sets forth the amount being tendered to the borrower and a copy of any accompanying promissory note; or

Individuals may be eligible for a loan, but approval may be delayed until a license is granted. A letter of loan commitment from the lending institution setting forth the amount of the loan must be submitted along with a pledge from the applicant that the loan closing documentation shall be submitted upon its completion.

N/A

5. Loans from individuals- Applicants may obtain personal loans from relatives or other individuals. The person loaning the money must provide the same documentation of the source(s) of these funds as required by the license applicant. For example, if you receive a \$22,000 loan from a parent, the applicant must attach all the source of funds for the parent's \$22,000 as well as tax records.

Attach a copy of each lender's source of funds- bank statements, loan closing documents and tax records

Attach a notarized statement regarding the terms of the loan; that the lender has no operational, financial or management interest in the business; the terms of the loan are independent of the business; and at no time in the future will the lender have a financial, operational, or management interest in the business.

If there is any such involvement in the business, it will only be valid if the lender and applicant go through the appropriate city licensing process.

N/A

6. Landlord construction or other credit/financing - A landlord providing construction or financing will be required to provide the same documentation of the source of these funds as the license applicant. If funds are taken from a business account, city staff can accept corporate account statements instead of the landlord's personal accounts.

Attach a copy of the loan closing document(s) and copies of any accompanying promissory note(s); and

Attach a statement about payment terms.

N/A

Acknowledgement

I (printed name) _____ understand that city staff have the right to request other documentation they feel is necessary to properly verify the source of funds for the business venture. Failure to document costs or the source of funds for expenses will result in the denial of this license application. Any errors detected after the issuance of the license may be grounds for license revocation. After approval by the City Council, documentation in this license file becomes public data and is open for review by anyone upon request. Public data includes, but is not limited to, financial statements, tax records and other personal records contained in the license file. Public data will not include Social Security numbers and account numbers. By typing your name, you are electronically signing this application.

Signature _____ Title _____ Date _____

Source of funds costs reporting form

An applicant must report all costs and fund sources associated with pursuing this license to demonstrate adequate and legal sources of funds. Use the form below to list all costs and attach additional sheets if needed.

Applicant's name: _____		Business name: _____	
Building costs- lease, equipment purchases, down payments, asset agreement, etc.			
\$ _____ for _____			
\$ _____ for _____		Subtotal \$ _____	
Construction costs- kitchen equipment, installation, remodeling, building permits, etc.			
\$ _____ for _____			
\$ _____ for _____		Subtotal \$ _____	
Professional - attorney fees, architect fees, consultant fees, etc.			
\$ _____ for _____			
\$ _____ for _____		Subtotal \$ _____	
Startup costs- insurance, license fees, inventory, furniture, TVs, sound system, etc.			
\$ _____ for _____			
\$ _____ for _____		Subtotal \$ _____	
Other costs- payroll, SAC charges, training, security, etc., stock purchases			
\$ _____ for _____			
\$ _____ for _____		Subtotal \$ _____	
Total cost for starting the business			\$ _____

Complete documentation below-

Applicant's name:		Business name (DBA):	
Total cost amount to start the business (from items listed above):			
	Fund source	Amount	Documentation
	TOTAL:		

Sample documentation-

Applicant's name: A. A. Smith, LLC		Business name (DBA): The Cozy Cove	
Total Cost to Start the Business (from items listed above.) \$50,000			
	Fund source	Amount	Documentation attached
	Savings Account Money	\$10,000	Bank Statements- Jan, Feb, March 2023 and Jan, Feb, March 2024
	Bank Loan	\$10,000	Signed Loan Closing Documents from First Bank and Trust
	Loan from parents	\$30,000	Stock Dividend Statement 2023 and 2024 Tax Records 2023 and 2022 Promissory Note Notarized Statement of Loan Terms
	TOTAL:	\$50,000	