

License Application: License Upgrade

A change in your license type from On-Sale Wine to On-Sale Liquor and your current license must be in good standing. A public hearing may be required, and this will be scheduled by your Inspector. The upgrade is not valid until license is approved by City Council and certified by MN Alcohol Gambling Enforcement.

If you have questions, contact your license Inspector or call 612-673-2080.

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. The **fee** for this change is the difference between the fees of your current license and your requested license. You can pay by
 - Cash:** Do not mail cash, you must drop it off in person.
 - Check:** Make checks payable to- 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. **License upgrade application**
4. **State of Minnesota AGE form** (form #1)
5. **Police Safety Plan Review** (form #2)- attach a written plan and the signed form from your Police precinct
6. **Updated sound plan-** (form #3) submit your sound plan with the changes
7. **Updated business plan-** (form #4) submit your business plan with the changes
8. **Source of funds-**(form #5) complete the form showing the cost and source of funds to upgrade the license
9. **Certificate of Assumed Name, DBA** - attach a copy from the Minnesota Secretary of State's Office
 Certificate of Legal Business Name, LLC- attach a copy from the Minnesota Secretary of State's Office.
10. **Certificate of liquor liability insurance-** attach a current copy of insurance
11. **Diagram-** Attach a detailed drawing of the floor plan. Include the square footage of the license premises, both the interior and outdoor areas, chairs, tables and kitchen.
12. **SAC Determination Letter-** attach a copy
Sewer Availability Charge (SAC): The Metropolitan Council charges a fee for new or upgraded sewer connections. If you have questions, call 612-673-3000 or email development@minneapolismn.gov.
13. **Notification:** You need to send a notice to your City Council Member, Neighborhood Organization, and Business Association(s). Tell them your business name, address and license upgrade including entertainment; your name, email address and telephone number with a copy of your approved Business Plan.
 Attach a copy of your letters or emails.

License Upgrade Application

1. License details

Current business is a:

- Restaurant
 Hotel- must have at least 50 rooms
 Bowling Center
 Theater- live performances for ticketed events only, also requires a Theater license.

Current license number

Current license type

Are you sharing the space with another business? Yes No

If yes, describe:

License upgrade to-

- On Sale Liquor with Sunday Sales license- Can serve liquor, wine and beer but must have at least 30 seats.

Select:

- Full-service food menu
 Limited food menu
 Other _____

Will you be applying for a Special Late-Night Food license? No Yes, a public hearing may be required.

Is the menu changing from what was previously approved? No Yes

Describe the menu and type of food served

Describe your business

2. Applicant information

Legal company name (LLC, Corp, LLP)

Business trade name/DBA

Name (Last, First, MI)

- Owner
 Officer
 Partner
 Manager
 Other _____

Business address

Suite

City

State

Zip code

Mailing address (if different than business address)

City

State

Zip code

E-mail address

Minnesota Sales Tax ID number (Required)

Business phone number

Cell phone number

Type of ownership:

- Corporation
 LLC
 Sole proprietor
 Partnership
 Non-profit

Date of incorporation

State of incorporation

Is this business publicly traded? <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed upgrade date:
Person completing this application	Phone number
Email:	Title

3. Building information

Changing kitchen equipment

Remodeling the business

Are you planning or have you completed any construction or remodeling? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of contractor or building manager
---	--

Are you adding/changing equipment that requires a gas connection a plumbing connection ventless cooking equipment and/or use of a ventless hood?

Explain the type of remodeling, construction and/or equipment changes.

What is the fire occupancy?	Total square footage
-----------------------------	----------------------

4. Entertainment

Describe in detail the type of entertainment you are planning to provide at the business.

Inside-

Outside-

Check the entertainment level provided at the business:

No Live Entertainment: Use of radio, television, electronically reproduced music, and/or jukebox.

Limited Entertainment: Book readings, storytelling, live solo comedians, karaoke, amplified or nonamplified music by a DJ or any number of musicians, and group singing by customers. No customer dancing.

General Entertainment: All forms of entertainment described above and customer dancing.

Adult Entertainment: This includes persons who are unclothed or dressed in attire/costume which exposes any portion of female breasts and/or male or female genitals (nude or semi-nude).

Will the business be using promoters for events? No Yes, submit a sample contract

5. Company operations

Inside use:

List days and hours of operation:

Square footage:

Number of seats:

Number of tables:

Will you need a 2am license permit? No Yes, complete the AGE form

Outside use: None

Private patio

List days and hours of operation:

Square footage:

Number of seats:

Number of tables:

Sidewalk café- (requires a separate application)

List days and hours of operation:

Square footage:

Number of seats:

Number of tables:

Food service

List hours of full food service:

List hours of reduced food service

Attach the reduced food menu or None
(requires prior approval from your Inspector)

Will you be applying for a Special Late-Night Food license? No Yes, list the hours
(public hearing may be required)

6. Owners - attach more sheets if needed

List all owners, shareholders, officers and partners unless your company is publicly traded. Ownership must add up to 100%.

N/A – Corporation is publicly traded.

Full name: Last, First, Middle

Telephone

Home address

City

State

Zip

Title

Date of birth

Ownership %

Full name: Last, First, Middle

Telephone

Home address	City	State	Zip
Title	Date of birth	Ownership %	
Full name: Last, First, Middle		Telephone	
Home address	City	State	Zip
Title	Date of birth	Ownership %	
Full name: Last, First, Middle		Telephone	
Home address	City	State	Zip
Title	Date of birth	Ownership %	

7. Manager(s)- list all mangers

Full name		Cell phone	
Home address	City	State	Zip
Email	Date of birth	Ownership %	
Full name		Cell phone	
Hone address	City	State	Zip
Email	Date of birth	Ownership %	

8. Person responsible within 75 miles of Minneapolis City Hall

Full name	Title	Telephone number	
Home address	City	State	Zip

9. Shared profits

Does anyone else share directly or indirectly in any profits or in any way with the license or licensed business? Yes No If Yes, compete the following.

Name		Telephone number	
Home address	City	State	Zip
Describe the interest:			
Name		Telephone number	
Home address	City	State	Zip

Describe the interest:		
10. Bookkeeping or accounting services for the business		
Name		Telephone number
Address	Email	
Services they provide		
Do you agree to give Minneapolis Business Licensing access to accounting books and documents that pertain to the operation of the licensed business? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are there any delinquent taxes for this business? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is any owner, officer, shareholder, partner, or manager a member of a governing body of the City of Minneapolis? <input type="checkbox"/> No <input type="checkbox"/> Yes, complete the following:		
Name	Title	Governing Body
11. Security		
Will you hire licensed security? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, name of licensed security company _____		
Will you hire off-duty police officers at any time during the license year? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes, send us a copy of your insurance approximately two weeks before your license is approved.		
<input type="checkbox"/> Certificate of Liability Insurance: This must be furnished by your Insurance Agent. You are required to have public liability or damages covering during all periods of employment of an off-duty city employee in the sum of \$100,000 per occurrence and \$300,000 aggregate for personal injury or death and \$5,000 per occurrence for property damage.		
<input type="checkbox"/> Certificate of the Workers Compensation Policy for off-duty police officer(s) during employment with the licensee.		
<input type="checkbox"/> I agree that the city will be held harmless, and the licensee will assume the defense of the city against any claim or lawsuit against it by reason of the licensee's employee also being an off-duty city police officer.		
12. Workers compensation		
Workers' compensation company	Policy number	Dates of coverage
-----Or-----		
I certify that I am not required to carry workers compensation insurance because		
<input type="checkbox"/> I am the only worker, and I have no employees.		
<input type="checkbox"/> I have no employees who are covered by workers compensation law. Only employees who are specifically exempted by statute are not covered by the workers compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is controllable by the employer must be covered.		

13. Verification

The City of Minneapolis uses the information on this application to determine qualifications for a license. You are not legally required to provide this information. If you refuse, we cannot approve your application. MN Statute 270C.72 requires your Minnesota Tax ID Number and either a Social Security Number or Individual Tax ID Number. These may be given to the Minnesota Commissioner of Revenue if requested. After we approve your license, all information except your Social Security Number is public (MN Statutes, Chapter 13).

A signature is required.

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

I, (print name) _____, certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. All information given is subject to verification by 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 of applicant _____ Title _____ Date _____

14. Additional information

1. No license will be issued for longer than one year.
2. Liquor license renewals are due 30 days before the license expiration date.
3. You cannot transfer your license to any other person or location.
4. Any changes to the business after the license is issued, you must contact your Inspector.

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.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types: 1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License _____ License Period From: _____ To: _____

Circle One: New License License Transfer _____ Suspension Revocation Cancel _____
(former licensee name) (Give dates)

License type: (check all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: _____ DOB _____ Social Security # _____
(corporation, partnership, LLC, or Individual)

Business Trade Name _____ Business Address _____ City _____

Zip Code _____ County _____ Business Phone _____ Home Phone _____

Home Address _____ City _____

Licensee's Federal Tax ID # _____ Licensee's MN Tax ID# _____
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last) _____ DOB _____ Social Security # _____ Home Address _____

Partner/Officer Name (First Middle Last) _____ DOB _____ Social Security # _____ Home Address _____

Partner/Officer Name (First Middle Last) _____ DOB _____ Social Security # _____ Home Address _____

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Yes No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: _____ Policy # _____

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

ON SALE INTOXICATING LIQUOR LICENSEES ONLY, must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7507, or visit our website at <https://dps.mn.gov/divisions/age/Pages/default.aspx>



**City of Minneapolis Licenses
and Consumer Services**
505 Fourth Ave, S, Room 220
Minneapolis, MN 55415
612-673-2028

#2

Police Department Safety Plan Review

Alcohol Business Extended Hours

All businesses licensed by the City of Minneapolis must provide adequate security to prevent criminal activity, loitering, lurking and disorderly conduct at their business, including parking areas, per MCO 259.250 (4).

Not providing adequate security to make your business safe could have an impact on the success of your business and your ability to continue to operate. Adequate security is not “one size fits all”, even a detailed plan does not fit every situation.

It is important that this review happens with the Minneapolis Police Department and business owners meeting face to face with Police representatives is a way to develop a positive connection.

This part to be completed by applicant

Name of business _____

Business address _____

Contact person _____ **Phone number** _____

Email _____

Business Safety Plan requirements and process

1. Please review the following topics of an alcohol business safety plan.
2. Create and write a plan that will best ensure the safety of your business, customers and the surrounding community, according to your business model.
3. Any changes to the Safety Plan must be approved prior to the changes.
4. Schedule a review of your plan with MPD personnel to be determined by the Precinct Commander. The review should occur at the proposed business, if possible.
5. You must include copies of your License Application, Business Plan and Safety Plan with this form.

Alcohol Business Safety Plan Guidelines

Based on industry best practices, a successful business will have a safety plan that includes the following topics-

A. Staffing-

- Who will do the hiring and how many employees will you have working each day?
- Do employees have certain job titles and responsibilities with job experience?
- Will you complete background checks on all employees before hiring them?
- A manager, who is in charge, must be on site during all business hours.
- If you have an outside area, how will this be staffed?

B. Security-

- Describe your security staffing and policy
 - Will you use Off Duty Police
 - Will regular staff perform security
 - Will you hire a licensed security company
- What are the security staffing levels-
 - Do you have a main person in charge of security
 - During the events or if you have live music
 - Outside areas
 - During the summer/ warmer weather or colder weather
 - Weekends differ than during the week
 - If you have 18+ events
- Will security be in a uniform or recognizable clothes so they can be identified?
- Will they be armed with a firearm or other weapon?
- Do you have security cameras-
 - Where are the cameras located
 - How long is the footage saved for
 - Who has access to retrieve footage
 - Will you provide the footage if requested?

Note- if you hire an outside professional security company, or contract with security personnel that are not your W-2 employees, they must be licensed by the Minnesota Board of Private Detective and protective Agent Services.

Any company can hire someone as an employee (W-2) to protect their own property (326.3381 sub 1a. Proprietary Employees). However, any individual or company who offers this service as a contractor (1099), or offers this service to another company, needs to be licensed by the State of MN (326.338 Sub 4. Persons Engaged as Protective Agents)

- **Promoters-** when there is a promoter event at your business
 - Describe security for the event

- Who is responsible for security and staffing
- Will you hire additional staff
- **Incidents-** how will you communicate to staff and document incidents
- **Checking IDs-** what is the policy and procedure used to check IDs?
- **“No Admit List”** Do you plan on creating a list of people that you will not allow to enter the business again.
 - How is this documented and when is someone added to the list?
 - Who is responsible to manage the list?
 - Will you share this list with Police and Business Licensing?
- **Loitering-** how will you handle any loitering outside of the business
 - Prevent customers from being too loud outside of the business
- **Queues or lines outside-** how will you prevent customers from blocking the sidewalk while they wait in line to get in?
- **Parking Lots-** if you have a parking lot, describe how you will:
 - Prevent people from hanging out in the lot
 - Will you have staff that are assigned to the parking lot
- **Private space in the business-** how will you prevent customers from going into spaces and areas that are not for the public (offices, storage)

C. Exit Strategies- describe for inside and outside

- How will you notify customers that the business is closing soon?
 - What time does alcohol service end
 - What time does music end
 - What time will you stop seating customers
 - What time will stop letting customer into the business
- Describe how you will assist people to leave the business on time
- How will you ensure people leaving aren't being loud and disruptive to the neighbors?
- If you have a parking lot, how will you prevent people from loitering and being loud?
- **Valet Service**
 - Will you hire a separate valet company
 - Do you have a Valet license?
 - How is valet service handled at the end of the night when everyone is leaving at the same time?
- Explain how you will work with traffic management to prevent traffic jams?
- What are the plans for emergency evacuation, sheltering in place and/or active shooter?

D. Crime Prevention Through Environmental Design

- Is there enough inside and outside lighting to promote safety
 - describe the lighting for your business

- Are windows letting in natural light and not covered at night
- Natural sight lines- can staff see all areas or customers from any place in the business

E. Large Crowds- how does staff handle large crowds

- What is your occupancy?
 - How do you keep track of occupancy, so you are not over crowded?
- What if large crowds arrive at your business all at once?
- Do you allow party busses or pedal pubs?
- Special planned events
- Unplanned events

F. Complaints- how do you handle complaints about your business

- Who is main contact for complaints from-
 - Police
 - Neighbors
 - Business Licensing

This part to be completed by MPD

Minneapolis Police representative _____ Badge # _____

Comments:

MPD signature _____ Date _____

Applicant signature _____ Date _____

The Minneapolis Police Department does not approve or endorse license applicants or applications.

Sound Management Plan requirements

An effective Sound Plan helps you balance your entertainment goals with the needs of the community. Answer the questions for both indoor and outdoor areas, although not all questions will apply to your business.

- **Speakers- describe for indoor and outdoor**
 - Describe the position of speakers to deflect or absorb noise from the speakers. Best practice is to direct the speakers down.
 - Is your mechanical equipment located within 100 feet of a residential area?
 - How will you minimize low-frequency music beats?
 - What time will you turn down music?
 - What time will you turn off speakers?

- **Closing time- describe for indoor and outdoor areas**
 - When will you stop serving alcohol? Turn up lights? Turn down music?
 - What time will you seat your last customers? How will you tell customers of closing time? What time will you ask customers to leave?
 - How will you manage noisy customers?
 - How will you remind customers to lower their voices to respect residents? This includes customers who park on residential streets.

- **Outdoor capacity**
 - List the capacity of your outdoor areas.
 - Describe how you will manage the area to prevent over occupancy.
 - Describe how the seating design will minimize or deflect excessive sound.

- **Equipment**
 - Describe your sound metering equipment and/or music system with self-regulators.

- **Staff**
 - Describe sound management training for managers, supervisors, bartenders, hosts, servers, and security staff. What are their duties, including the frequency of rounds.
 - Describe your community outreach. This can include neighborhood association meetings for example.
 - Describe how you will remind and/or remove loud customers.

- **Special events**
 - What are your plans for special events in the city?

- **Complaints**
 - Describe how you will handle sound complaints. This can include a telephone number other than your business number for residents to call for sound concerns.

- **Architectural design or enhancements**
 - Describe the use of sound blocking walls, fences, and/or landscape.
 - How will you direct sound away from occupied buildings?

Additional Resources

For more information about resources and solutions, send an email to EnvironmentalInspections@minneapolismn.gov or call 612-673-3000 or 311. Here are common concerns.

- The decibel limit for amplified sound without an amplified sound permit (e.g., patio speakers playing house music) is five (5) dB(A) above ambient levels on adjacent properties, including the public right-of-way.
- Amplified sound permits are required for outdoor sound amplifying equipment above five (5) dB(A) over ambient levels. Learn more and apply for an amplified sound permit at <https://www.minneapolismn.gov/business-services/licenses-permits-inspections/environmental/outdoor-amplified-sound/>

Business Plan Requirements Alcohol Applications

The Minneapolis Code of Ordinances, Chapters 259.30 and 362.130, requires applicants to describe in detail your business plan and how you will run the business. **Attach a written/typed** detailed plan that includes all the following items and attach additional documents if needed.

1. Alcohol Server Training. Describe staff training that includes:

- Name of trainer or company
- Topics covered in training
- Describe any ongoing training program
- The policy for carding and the use of electronic ID Scanners
- Reward and discipline policy for serving alcohol to minors and
- Self-audits

Our website has for more information about Alcohol Service Resources.

2. Safety. Attach your Police Safety Plan Review Form to help prevent illegal behaviors and disorderly customers at your business, parking area, and neighborhood.

3. Noise. Attach your Sound Management Plan which details how you will manage sound from your business including inside and outside. For additional information and resources about sound management, call 311 or email EnvServicesInfo@minneapolismn.gov

4. Litter removal. You are required to clean garbage within a 100-foot radius from your business. Describe your plans for garbage and graffiti cleanup, including staff and hours assigned and plans during the warm weather months.

5. Entertainment. Describe the following for inside and outside:

- Type of entertainment you will provide at your business
- List days and hours of the entertainment
- Location of the entertainment, both inside and/or outside

6. Team sponsorship. Tell us the types of teams you may sponsor: softball, broomball, soccer, rugby, football, or other competitive sports.

7. Hours of operation- both inside and outside

- List the hours for your business
- Include outside hours of sidewalk café and/or a private patio
- Will you apply for a 2am permit?

8. Food service.

- Describe your menu and types of food
- List the hours of full food service
- List hours of reduced food service- **this menu must be approved by Business Licensing**
- Include the staffing model of your kitchen

9. Charitable gambling activities. Identify the types of games, hours, gambling manager and name of charity.

10. Applicant's experience and background with liquor, restaurant or retail sales. Include a resume or list work experience of working or owning a business with alcohol.

11. Advertising. How will you advertise your business?

- List all your websites, and your business social media links where you will be advertising

12. Promoters. If you plan to work with promoters, you must not give full control of your business to any promoter. The signed contract must include at least the following:

- Statement of truth in advertising- you are responsible for anything that is advertised
- Describe type of event including the hours
- Security details
- Cancellation rights if contract is not followed
- Fees and percentage of revenue
- Promoter's contact information- Business name, full name, email, phone number, copy of photo ID
- Submit a sample contract. Signed contracts must be made available to licensing officials when asked.
- None- no promoter's will be used at our business

13. 18+ nights. Will you have events like "College Night" or "Teen Night" with underage customers?

- List when you will have these events
- How will you prevent underage drinking
- Will you have a designated area that is alcohol-free for the underage events
- What will be used to identify if they are underage- wrist bands or hand stamps
- None- no 18+ events at our business

Acknowledgement and Agreement

I, (print name) _____, an authorized corporate officer, partner or owner, hereby acknowledge and agree to the following:

- The attached business plan is true and correct; and
- Any changes in the business plan **must** be submitted and approved by Business Licensing before the changes are made; and
- Violation of this business plan may result in suspension, revocation, and/or refusal to renew my license or in a civil fine determined by the Minneapolis City Council.

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

Signature of applicant: _____ Title: _____ Date: _____

Documenting the source of funds for the business start-up is one of the more important points 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	