

Liquor License Information

Thank you for your interest in the operation of a retail liquor establishment in St. Paul Park.

Types of Licenses

- **On-sale Intoxicating liquor** licenses may only be issued to hotels, restaurants, bowling centers, theaters, or congressionally chartered veterans organizations, exclusive liquor stores, and certain brewers.
- **On-Sale Club License** may only be issued to an incorporated organization organized under the laws of the state for civic, fraternal, social, or business purposes, for intellectual improvement, or for the promotion of sports, or a congressionally chartered veterans organizations. Those organization who have been in existence for at least 3 years and must have at least 30 members. Sales will only be to members and bona fide guests.
- **On-Sale Wine license (Strong Beer)** may only be issued to hotels, restaurants, bowling centers, theaters, or congressionally chartered veterans organizations, and exclusive liquor stores. Strong beer may be sold under this license after first obtaining a license to sell 3.2% malt liquor and gross receipts are at least 60% attributable to the sale of food.
- **On-Sale 3.2% Malt Liquor** may be issued to drug stores, restaurants, hotels, clubs and bowling centers. An establishment with an on-sale intoxicating license does not need to get an additional license to sell 3.2% malt liquor beverages.
- **An Optional Sunday Intoxicating License** allows certain on-sale establishments to sell intoxicating liquor in conjunction with the sale of food on Sundays—Hotels, restaurants, bowling centers and clubs. These establishments must have a seating capacity for at least 30 persons.
- **An Optional 2AM Liquor** allows establishments holding an On-sale Intoxicating to sale/serve alcoholic beverages until 2 AM. The fee for the license depends on the establishment's prior years liquor sales receipts.
- **Off-Sale Intoxicating Liquor** allows the sale of intoxicating liquor in its original container for the consumption off the license premises only. May be issued to exclusive liquor stores and certain brewers.
- **Off-Sale 3.2% Malt Liquor** allows for Council approved establishments to sell 3.2% malt liquor in its original containers for the consumption off the license premises only.

Eligibility

In order to obtain an on-sale intoxicating liquor license, you must meet all City Code, MN State statutes and rules, all Bureau of Alcohol, Tobacco and Firearms and MN Department of Public Safety Alcohol & Gambling Enforcement Division regulations in regards to liquor licensing, zoning, and business operation. (MS 340A.402 and St. Paul Park City Code Chapter 6)

- You must be a citizen of the United States or a resident alien.
- You must be at least 21 years old.
- You must have a good morale character and repute.
- You may not have had an intoxicating or 3.2% liquor license revoked within five years of the license application, or to any person who at the time of the violation owns any interest, whether as a holder of more than 5% of the capital stock of a corporation licensee, as a partner or otherwise, in the premises or in the business conducted thereon, or to a corporation, partnership, association, enterprise, business, or firm in which any such person is in any manner interested.
- You must not have been convicted of a felony or a willful violation of a federal, state, or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of an alcoholic beverage.
- You may not have an interest in a manufacturer, brewer, or wholesaler of alcoholic beverages.
- You may not have any delinquent or unpaid taxes, assessments, or other financial claims of the city, county or state.
- You must pay to the City, when due, all taxes, license fees, penalties and other charges provided by law.

Background checks

Background checks are conducted for each partner or proprietor, each officer or director, each general manager and bar manager, and those who by combined ownership or control has an interested in excess of 5%, and any person(s) holding an option to purchase the business. Upon receipt of the PART III-PERSONAL HISTORY STATEMENT, the St. Paul Park Police Department will review the materials submitted and conduct a background investigation. A background investigation fee is due at the time of application. The fee is \$500 (or \$10,000 for investigations to be conducted outside of the State of Minnesota). Allow at least 30 days for background checks to be completed.

Fees

Annual Fees for intoxicating liquor licenses are as follows:

- | | |
|--------------------------------|------------|
| • On Sale Intoxicating | \$4,000.00 |
| • On Sale Intoxicating (Club) | \$300.00 |
| • On Sale Sunday | \$200.00 |
| • On Sale Wine | \$300.00 |
| • On Sale 3.2 percent | \$250.00 |
| • On Sale Wine and Strong Beer | \$550.00 |
| • Off Sale 3.2 percent | \$100.00 |
| • Off Sale Intoxicating | \$100.00 |

Your license fee will be prorated based on the month your license is to be effective. Our license year runs January 1 – December 31. You will be advised of the amount due after your application has been turned in and will be required to submit the payment upon demand.

Premises

All license applications need to clearly define the premises that are being licensed for the sale of liquor. A license may be issued only to areas that are compact and contiguous. Parking lots are excluded from the premises as it might lead people to think they can consume beverages in their cars.

Insurance

Before a license can be issued, the applicant must provide proof of Liquor Liability Insurance and Workers' Compensation Compliance.

- Certificate of Liquor Liability Insurance must be at least the minimum amounts required by Minnesota Statutes, section 340A.409. Insurance certificates must have the licensed Corporation Name and DBA (Doing Business As), and the licensed business address listed on the certificate. The insurance expiration date must run concurrent with the license year (January 1 – December 31). The only exception is to have “Continuous until cancelled” included in the description of operations section.
- Certificate of Workers’ Compensation Insurance coverage or a signed Certificate of Compliance.

Application Process

To open a retail liquor establishment, you will need to complete all three parts:

Part I—License Applications

- Complete and submit the CERTIFICATION OF AN ON SALE LIQUOR LICENSE, 3.2% LIQUOR LICENSE, OR SUNDAY LICENSE (*AGED form*)
- Complete and submit one (1) of the following applications along with the required fee(s), payable to the *City of St. Paul Park*:
 - On-Sale Intoxicating--complete and submit APPLICATION FOR LIQUOR LICENSE along with the required fee, or
 - On-Sale Intoxicating Club--complete and submit APPLICATION FOR CLUB ON SALE RETAIL LIQUOR LICENSE (*AGED form*) along with the required fee.
 - On-Sale Wine—complete and submit APPLICATION FOR CITY ON-SALE WINE LICENSE (*AGED form*)
- Complete and submit the APPLICATION FOR RETAIL BUYERS CARD (*AGED form*) and submit with required fee, *Payable to Department of Public Safety Alcohol & Gambling Enforcement Division*.
- Optional License--Complete and submit APPLICATION FOR OPTIONAL 2 AM LIQUOR LICENSE along with the required fee, *Payable to Department of Public Safety Alcohol & Gambling Enforcement Division*.
- Submit proof of Sales and Use Tax Permit Number which can be obtained from the MN Department of Revenue at (651) 296–6181.
- Sign and submit MN Govt Data Practices Act--TENNESSEN WARNING
- Complete and submit CERTIFICATE OF COMPLIANCE-DEPARTMENT OF REVENUE INFORMATION
- Submit proof of Workers Compensation Insurance or CERTIFICATE OF COMPLIANCE MN WORKER’S COMPENSATION LAW.
- Submit proof of Liquor Liability Insurance providing at least the minimum amounts required by Minnesota Statutes, section 340A.409 for the entire licensing period (not to expire prior to December 31).
- Submit proof of current year’s real estate taxes are paid to date.

Part II—General Business Information

- Complete and submit PART II—GENERAL BUSINESS INFORMATION application.
- Submit proof verifying that the zoning of the property where the business will be located allows for such an endeavor. (For example, the premises must be within a commercial zoning district and no retail liquor license shall be granted for premises within 1,000 feet of any school or church.)

- Submit proof of ownership or lease agreement.
- For Optional Sunday License --Submit proof of establishment being a hotel, restaurant, bowling center, or club.
- Complete and submit AUTHORIZATION TO COLLECT, USE, AND RELEASE INFORMATION.

Part III—Personal History Statement

- Complete and submit PART III-PERSONAL HISTORY STATEMENT for each partner/officer along with the required fee.
- Complete and submit AUTHORIZATION TO COLLECT, USE, AND RELEASE INFORMATION.

After all submittals are received and deemed complete and background checks have been conducted, your application will be placed on the next Council Agenda for approval. If the St. Paul Park City Council approves your license, the application goes to the State of MN for final approval. Your license will be mailed to you after final state approval. The entire process may take 60-90 days to complete.

Once a license has been issued, it is your responsibility to contact the St. Paul Park City Clerk with any management changes or building changes.

If you have any questions, please contact the City Clerk at (651) 459-9785.

Attachments:

- Certification of a Liquor License
- Application for a Liquor License, Club, or Wine
- Buyers Card Application
- Application for Optional 2AM Liquor License
- Tennessen Warning
- Certificate of Compliance-Dept of Revenue Information
- Certificate of Compliance MN Worker's Compensation Law
- Part II-General Business Information Packet
- Part III-Personal History Statement Packet