



City of Minneapolis
Licenses and Consumer Services
 505 Fourth Ave. S., Room 220
 Minneapolis, MN 55415
 Telephone: 612-673-2080

www.minneapolismn.gov/businesslicenses

For Office Use Only

Expiration: April 1
 AP: Food/Caterer
 MCO: 188
 Adm Issuance: Yes

License Application: Catering – Add a New License

Use this application if you have a Restaurant or an On-Sale Alcohol license in Minneapolis and want to apply for a Catering license. You must have the same ownership and kitchen. Use the [Caterer Application](#) if you are applying only for a Catering license, do not have a Minneapolis license, or have different ownership/kitchen.

Definition: A restaurant or food business preparing and/or serving food at public or private events with a predetermined guest list. This includes receptions, parties, conferences, weddings or trade shows. Retail sale of individual meals is prohibited except that an organization may contract with a licensed caterer to provide meals to its employees, tenants and guests. The food may not be cooked or prepared on-site. Food may be transported in an authorized vehicle. A vehicle inspection is required. There is a [fee](#) for this inspection. A license is not required for delivery of food such as box lunches or pizza. If alcohol is provided, a [Liquor Caterers](#) license is required.

If you have questions, send an email to businesslicenses@minneapolismn.gov or call 612-673-2080.

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 [fee](#), plus a new license processing charge, for this application. You can pay by
 - Cash:** Drop off your application at our office.
 - Check:** Mail or drop off your application at our office.
 - 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. List your Minneapolis License Number: _____
4. **Menu:** Attach a copy of the menu and/or list of food items for sale.
5. **Food Plan Requirement:** Are you doing any of the following:
 - Starting a food business at a location that NEVER had a license for food business
 - Adding or replacing equipment that requires gas, plumbing or mechanical connections
 - Adding or replacing ventless cooking equipment or a ventless hood
 If you checked any of the boxes above, you MUST complete and email a [Food Plan Review Form](#) to development@minneapolismn.gov. There is a [fee](#) for this review. **This is a separate review and we cannot approve your license until it is completed.**
 Permits are required for any equipment changes or work requiring gas, plumbing or mechanical connections. If you have questions, call 612-673-3000 or email development@minneapolismn.gov.

2. Applicant Information

Legal Company Name	Business Name/DBA		
Name (Last, First, MI)	<input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> _____		
Business Address	City	State	Zip Code
Mailing Address (if different than business address)	City	State	Zip Code
E-mail Address	Business Telephone Number	Cell Phone Number	
Minnesota Sales Tax ID Number (Required)	Social Security Number or Individual Tax ID(ITIN) (Required)		
Type of Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit			

3. Business Information

<input type="checkbox"/> Adding a new license to an existing business (New License)	<input type="checkbox"/> Changing or Adding Equipment
<input type="checkbox"/> Remodeling <input type="checkbox"/> Upgrading/downgrading a current license	<input type="checkbox"/> Other: _____
License Requested:	

4. Company Operations

Gross Square Footage for Business Use:	
Days and Hours of Operation:	
Give us a brief description of your 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 <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 a ventless hood?	
Explain the scope of the remodeling, construction and/or equipment changes.	

5. Entertainment

A. Entertainment: Check all categories of entertainment you are planning to provide at your business.
<input type="checkbox"/> No Live Entertainment: Radio, television, electronically reproduced music, and jukebox.
<input type="checkbox"/> Limited Entertainment: Literary readings, storytelling, live solo comedians, karaoke, amplified or nonamplified music by a disc jockey or any number of musicians, and group singing by patrons of the establishment. No patron dancing.
<input type="checkbox"/> General Entertainment: All forms of entertainment described above and patron dancing.
<input type="checkbox"/> 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).
B. Describe all the entertainment you are planning to provide:

6. 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 the State of Minnesota. 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 _____

7. Additional Information

1. No license will be issued for longer than one year.
2. You cannot transfer your license to any other person or location.
3. For reasonable accommodations or alternative formats, please call us at 612-673-2080 or send us an email at businesslicenses@minneapolismn.gov. Individuals who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000.
4. Information in other languages: Para asistencia 612-673-2700. Rau kev pab 612-673-2800. Hadii aad Caawimaad u baahantahay 612-673-3500.