

## License Application: Corporate Shares Purchase- Alcohol Licenses

**Definition:** All company shares are purchased. The company retains original license and all assets and debts. The business continues regular operations with current officer(s) and shareholder(s). The business must have a current license in good standing. Publicly traded corporations are not required to complete the information below. If you have questions, send an email to [businesslicenses@minneapolismn.gov](mailto:businesslicenses@minneapolismn.gov), contact your [License Inspector](#), or call 612-673-2080.

**Failure to notify the City of Minneapolis prior to the sale of Corporate Shares, may be grounds for license suspension, revocation, non-renewal and/or a fine.**

### 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](mailto:businesslicenses@minneapolismn.gov)), US mail, or drop it off at our office.
2. There is a [fee](#) for this application. You can pay by-
  - ☐ **Cash:** Do not mail cash, must pay in person
  - ☐ **Check:** Make check payable to: Minneapolis Finance Department
  - ☐ **Credit Card:** ***Do not add your credit card information on this application.*** We will call you to securely charge your credit card.
3. **Alcohol License Change Form** (Form #1)  
This must be filled out by a current owner, partner, or principle.
4. [Personal Information Form/License Changes](#) (Form #2)
  - ☐ Every new Officer, Director and Shareholder with 10% or more shares must complete this form.
  - ☐ New Mangers must complete this form
5. [Source of Funds](#) (Form #3) complete and submit the form
  - ☐ Submit required financial documents of funding source
6. ☐ **State of Minnesota AGE form-** ask your Inspector for the correct form for your license type
7. **Corporate Minutes:** Attach a copy of the minutes that includes the following information:
  - ☐ **Sale of Shares Approval**
  - ☐ **Shares Purchased**
  - ☐ **All new Shareholders with percentage % of shares**
8. ☐ **New Member Control Agreement-** All stock certificates must contain the following words, "The transfer of this stock certificate is invalid unless approved by the City Council of Minneapolis, MN. No transfer of stock is valid or effective unless approved by City Council of Minneapolis."
9. ☐ **Shares Purchase Agreement-** attach a signed copy
10. ☐ **Business Plan-** submit an updated Business Plan
11. ☐ **Security Plan-** submit an updated Security Plan
12. ☐ **Submit Affidavit Regarding Employee Benefits** (Form #4)

# License change form

#1

## 1. Type of license change

<input type="checkbox"/> Amending a Business Plan	<input type="checkbox"/> New Corporate Officer
<input type="checkbox"/> Corporate Name Change	<input type="checkbox"/> New Manager
<input type="checkbox"/> Corporate Shares Purchase	<input type="checkbox"/> New Shareholder/Partner
<input type="checkbox"/> Downgrading Entertainment Class	<input type="checkbox"/> New Business Name, DBA
<input type="checkbox"/> Downgrading License Type	<input type="checkbox"/> Special Late Night Food
<input type="checkbox"/> Expansion of Premises	<input type="checkbox"/> Upgrading Entertainment Class
<input type="checkbox"/> Internal Transfer of Shares	<input type="checkbox"/> Upgrading License Type

## 2. Background information

I, \_\_\_\_\_, as ☐ Owner ☐ Partner, on behalf of \_\_\_\_\_  
(Legal Corporation Name of Business)

request the following changes **(describe in detail the changes)**:

Business Name (DBA)		Tax ID	
Business E-mail Address		Business Address	
Business Telephone Number	Cell Phone Number	Current license number	
Manager's Name		Phone	Email
Person responsible with 75 miles, Name		Phone	Email

Describe any entertainment provided at the business

## 3. 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 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 \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

For reasonable accommodations or alternative formats please contact Business Licensing at 612-673-2080 or via email at [businesslicenses@minneapolismn.gov](mailto:businesslicenses@minneapolismn.gov). People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-263-6850. Para ayuda, llame al 311. Rau kev pab hu 311. Hadii aad caawimaad u baahantahay wac 311.

# License Change Form

## Officers, Owners, and Shareholders

Attach additional sheets if necessary.

☐ List all officers, owners and shareholders. Ownership must add up to 100%.

☐ N/A – If company is publicly traded, you do not need to list owners and shareholders.

Name	Address	Telephone	Title	# Shares or % Ownership

I, \_\_\_\_\_, declare under penalty of perjury that as of this date, the following is a true and complete list of all officers,  
(print name)  
owners, and/or shareholders of this company.

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

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

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Personal Information Form

### New Alcohol License Applications

This form must be completed by each of the following with a copy of your driver's license or government issued photo ID attached.

- ☐ Applicant
- ☐ Manager(s)
- ☐ Directors
- ☐ Officers
- ☐ Owners, Partners and Shareholders who own 10% or more of company shares. If your Corporation is publicly traded, owners, partners, and shareholders do not need to complete this form.

1. Background information				
Legal Corporate Name of Business		Trade Name of Business (DBA)		
Street Address of Licensed Premises		Zip Code	Business Phone	Cell Phone
Your Name (First, Middle, Last)		Place of Birth (City, State)		Date of Birth
Residential Street Address		City	State	Zip Code
Social Security Number or Individual Tax ID Number (ITIN) Required:		First, middle, or last names you have ever used or been known by:		
Email Address		Title		% of ownership
List your residences for the past ten (10) years. Attach additional sheets if necessary.				
Street Address	City, State, Zip		From	To
List name of employers, occupations, and addresses for the past ten (10) years. Attach additional sheets if necessary.				
Employer	Occupation	Street Address, City, State, Zip	From	To

## 2. Spouse's information

Spouse's Name	Place of Birth (City, State)	Date of Birth
First, middle, or last names your spouse has ever used or been known by:		
Spouse's Home Address	City	State Zip Code

## 3. License history

Have you ever owned or been employed by a restaurant, bar, or other business of a similar nature?  
☐ Yes ☐ No If yes,

Name	Address	City	State Zip	From	To

Have you or your spouse held a City of Minneapolis Business License? ☐ Yes ☐ No If yes,  
Type of License From To


Have you or your spouse ever had a liquor, wine, or beer license, revoked, suspended, or denied by any government entity? ☐ Yes ☐ No If yes, explain.

Do you have a business or financial interest in a liquor manufacturing, brewery, wholesaler, or off sale retail license? ☐ Yes ☐ No If yes, please indicate name and address:


Have you or your spouse ever been convicted of any ordinance violation, liquor law violation, petty misdemeanor, misdemeanor, gross misdemeanor, or felony? This includes both civil and criminal offenses, including Liquor Control penalties. This includes state, local, and federal offenses. Do not include parking violations. ☐ Yes ☐ No If yes,

Offense	Fine/Penalty	City, State	Date

Do you or your spouse have any delinquent personal or business taxes? ☐ Yes ☐ No If yes,  
Date filed: \_\_\_\_\_ Address: \_\_\_\_\_  
County: \_\_\_\_\_ State: \_\_\_\_\_

A representative of the City of Minneapolis will make inquiry of individuals or firms named in this application. Are those individuals or firms authorized to release information to such representative? ☐ Yes ☐ No

#### 4. Data privacy advisory

The Minnesota Data Practices Act requires us to tell you the following information. As an applicant for a Minneapolis business license, we ask for private and/or confidential information. We use this to check driving history, criminal history, arrest records, warrant information, and other relevant records. You are not legally required to provide this information. If you do not, we cannot complete our investigation or approve your application. The information you provide is public and will be used by the Minneapolis Police Department, License Inspection Unit, the Minneapolis Division of Licenses and Consumer Services, the Minneapolis City Council, and the general public. This Authorization for Release of Information will expire two years from the date you signed it.

#### 5. 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. After we approve your license, all information is public (MN Statutes, Chapter 13).

I will strictly comply with all the laws of the State of Minnesota governing the taxation and sale of intoxicating liquor and beer; the rules and regulations enforced by the Liquor Control Commissioner; and all ordinances of the City of Minneapolis. I hereby certify that I that the answer to every question is true of my knowledge, information, and belief. I further understand that the giving of false information in this application, regardless of when it is discovered, and/or the failure to give required pertinent information is cause for the immediate revocation of any and all licenses and/or permits issued hereunder and may be ground for prosecution for perjury.

**A signature is required.**

- ☐ I have read and understand the above Data Practices Advisory.
- ☐ 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 this application, checklist, and attached documents is true and correct. All information 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 \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Documenting the source of funds for the business venture is one of the more critical 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. **Attach documentation for all sources of your financing.**

**1. Tax Records: Required**

- ☐ Attach two years of completed and filed 1040 federal tax forms for each applicant and individual providing funding for the business venture or corporate tax records, if applicable.

**2. Costs Reporting Form: Required**

- ☐ Attach the Costs Reporting Form on the next page. 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. Funds from Savings/Investments/Corporate Holdings: Required**

- ☐ Attach copies of three months of full official bank statements that show the money being used is available in the first month's statement that is provided.
- ☐ Alcohol Establishments: Must additionally attach copies of three months of full official bank statements from twelve months prior to the first month's bank statement that is provided.

**4. Loans from the Lending Institution**

- ☐ Attach a copy of the loan closing document 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. In instances such as this, 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. A license will not be issued until a copy of the loan closing document is given to the Licenses staff. The business cannot operate until this is completed and approved.
- ☐ N/A

**5. Loans from Individuals** - Many times applicants obtain personal loans from relatives or other individuals. In cases such as these, the loaning individual must provide the same documentation of the source(s) of these funds as required by the license applicant. For example, if an individual receives a \$10,000 loan from their parents, the applicant must attach the source of the parent's \$10,000 as well as tax records.

- ☐ Attach a copy of each lender's source of funds and tax records; and
- ☐ Attach a copy of the loan closing document(s) and/or copies of any accompanying promissory note(s); and
- ☐ If the lender is not an owner of the business, applicants must provide 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. Any such involvement in the business will only be lawful if the lender and licensee 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 show 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 in lieu 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.

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

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

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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 legal sources of funds. Typical expenses include asset purchases, licensing fees, insurance costs, down payments, remodeling fees and attorney's fees, to name a few. Please use the table below to account for **all** your specific costs and sources of funds. Attach additional sheets if necessary.

<b>Applicant's Name:</b> _____	<b>Business Name:</b> _____
<b>Building Expenses</b> (lease, equipment purchases, down payments, asset agreement, etc.)	
\$_____ for _____	
\$_____ for _____	Subtotal \$_____
<b>Construction Expenses</b> (upgrading cooking equipment, installation, remodeling, etc.)	
\$_____ for _____	
\$_____ for _____	Subtotal \$_____
<b>Professional Expenses</b> (attorney fees, architect fees, consultant fees, etc.)	
\$_____ for _____	
\$_____ for _____	Subtotal \$_____
<b>Start Up Costs</b> (insurance, license fees, inventory, etc.)	
\$_____ for _____	
\$_____ for _____	Subtotal \$_____
<b>Other Expenses</b> (payroll, insurance, SAC charges, other)	
\$_____ for _____	
\$_____ for _____	Subtotal \$_____
<b>Total Costs for pursuing this License:</b> \$_____	

☐ Attach plans, leases, contracts, statements from vendors or credit institutions and other documentation you have to support the above figures.

Complete and submit with your license application. A sample is listed below.

	<b>Applicant's Name:</b>	<b>Business Name (DBA):</b>	
	<b>Total Cost to Start the Business (from items listed above.) :</b>		
	<b>Fund Source</b>	<b>Amount</b>	<b>Documentation Attached</b>
	<b>TOTAL:</b>		

Here is a sample of your documentation:

	<b>Applicant's Name: A. A. Smith</b>	<b>Business Name (DBA): The Company Business</b>	
	<b>Total Cost to Start the Business (from items listed above.) \$ 30,000</b>		
	<b>Fund Source</b>	<b>Amount</b>	<b>Documentation Attached</b>
<input type="checkbox"/>	<b>Savings Account Money</b>	<b>\$10,000</b>	<b>Bank Statements from Jan, Feb, Mar 2013 and 2014</b>
<input type="checkbox"/>	<b>Bank Loan</b>	<b>\$10,000</b>	<b>Loan Closing Documents from First Bank and Trust</b>
<input type="checkbox"/>	<b>Loan from Parents</b>	<b>\$10,000</b>	<b>Stock Dividend Statement 2013 and 2014</b> <b>Tax Records 2013 and 2014</b> <b>Promissory Note</b> <b>Notarized Statement of Loan Terms</b>
<input type="checkbox"/>	<b>TOTAL:</b>	<b>\$30,000</b>	

**Per ordinance 362.310: Submit an affidavit regarding employee benefits**

Each item on the list below must be completed before this application will be considered complete. By checking the boxes, you are stating that it has been completed, but the City may ask for additional documentation.

No application to record change in the owners, officers, directors or shareholders of a licensed business shall be granted unless there has been submitted in support of the application an affidavit of the original licensee that the following acts, verifiable by the licensing official, have been performed:

1. ☐ That original licensee has posted notice in a conspicuous place or places on the licensed premises notifying all employees of the time, place and date of hearing on the application;
2. ☐ That said notice was so posted continuously for a period of at least fourteen (14) days prior to the date of said hearing;
3. ☐ The business owners has paid all wages due and owing to all employees or that a valid agreement adequately described therein has been reached with regard to payment of such wages;
4. ☐ The business owners has made payment to all employees in satisfaction and in lieu of vacation or holiday time earned by all employees or that a valid agreement adequately described therein has been reached with regard to such vacation or holiday time earned;
5. ☐ The business has satisfactorily and completely complied with all obligations pertaining to employer contributions to employee benefit programs, including but not limited to pension plans, hospital, medical life insurance and profit-sharing programs

I, \_\_\_\_\_, declare under penalty of perjury that as of this date, the above is a true and complete for each item checked.

I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment. By typing your name, you are electronically signing this application.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_