



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

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**For Office Use Only**  
 AP: BLAmen/Temp Exp  
 MCO: 362.36  
 Adm Issuance: Yes

## License Application: Temporary Expansion of License

**Definition:** If you have an On-Sale Liquor, Wine, or 3.2 Beer license, you may apply for a Temporary Expansion of License which includes any or all the following. Each license is good for up to two days.

1. **Entertainment not allowed with your current license.** You may apply for up to 12 days in any twelve-month period.
2. **Late Hours Entertainment after 2:00 a.m.** You may apply for up to three licenses in any twelve-month period. This can be indoor only for businesses located in the Downtown Improvement District (DID). There can be no alcohol service or drinking during the late hours.
3. **Premises directly next to your licensed premises.** You may apply for up to 12 days in any twelve-month period. You may need an *Event Food Sponsor Permit* and *Short Term Food Permit(s)*:
  - a. if food is prepared or served, to sell or give away, in your expanded area or
  - b. if drinks are garnished or poured on ice in your expanded area.
 The Event Food Sponsor Permit application must be submitted two weeks before your event. The fee is waived if your business is the only vendor. If you only have bottle or tap service, (no ice or garnish) you do not need any food permits.

Additional licenses may be approved for special events. If you have questions, contact your [License Inspector](#).

Note: We are upgrading our website. Any item in *blue italics* can be found on the Minneapolis Business Licenses website. We are sorry for this temporary inconvenience. Underlined [words](#) in dark blue are active hyperlinks.

### 1. Application Requirements

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| 1. Complete the application and include all the requirements listed below. Incomplete applications may be returned.  |
| 2. There is a <a href="#">fee</a> for this application. If we receive your application less than 30 days before your event, we will add an extra 50% late fee. If there is not enough time for staff review, we will return your application. You can pay by <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Cash:</b> Drop off your application at our office.</li> <li><input type="checkbox"/> <b>Check:</b> Mail or drop off your application at our office.</li> <li><input type="checkbox"/> <b>Credit Card:</b> Mail, drop off or email your application to <a href="mailto:businesslicenses@minneapolismn.gov">businesslicenses@minneapolismn.gov</a>. <b>Do not add your credit card information on this application.</b> We will call you to securely charge your credit card.</li> </ul> |
| 3. Will any activities occur off your licensed premises? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, <ul style="list-style-type: none"> <li><input type="checkbox"/> Attach your <i>liquor liability insurance</i> for the expanded area during the affected dates; and</li> <li><input type="checkbox"/> Letter of approval from the owner/manager allowing use of the area.</li> </ul>   |
| 4. <input type="checkbox"/> Attach a <a href="#">diagram</a> with scaled dimensions of the area used, changes from original use of the space, stages, tables, chairs, alcohol serving area, enclosures, etc.   |
| 5. <input type="checkbox"/> Attach a copy of the <a href="#">Notification Letter</a> sent to your <a href="#">City Council Member</a> , <a href="#">Neighborhood Organizations</a> and <i>Business Association(s)</i> .  |

## 2. Background Information

Business Name (DBA)	Business Address	Current License Number
Name	<input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Manager	
Event Contact Person	Email Address	Cell Phone Number

Type of Temporary Expansion (Check all that apply.)

- Late Hours Entertainment
- Premises
- Entertainment (Choose one, higher than your current license class)
- Limited Entertainment: Entertainment limited to 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, with no patron dancing. Describe below.
  - General Entertainment: All forms of legal entertainment and patron dancing. Describe below.
  - Adult Entertainment: Persons who are unclothed or in attire/costume which exposes any portion of female breasts and/or male or female genitals (nude or semi-nude). Describe:

## 3. Event Information

Name of Event	Estimated Total Attendance
Purpose (Fundraiser, Anniversary, Concert Event)	
Dates/Times (Each license may be for up to two days.)	

Temporary Expansion of Premises  N/A

Name and description of area for temporary expansion (parking lot, north of establishment, portion of bar area, etc.)

What will be served in the expansion area?  Liquor  Wine  Beer  Food

Is this site ADA compliant?  Yes  No

Temporary Expansion of Entertainment  N/A

Describe Indoor Entertainment  N/A  Describe Outdoor Entertainment  N/A

What type of enclosure will be used for the outdoor area?  N/A Indoor Only

Will the entertainment be amplified?  Yes  No

Have you applied for an **Amplified Sound Permit?** (Outdoor Only)  Yes  No

Describe your plans for managing noise. Attach extra sheets if necessary.

**Temporary Late Hours Entertainment**  **N/A**

Current Hours:

Late Hours Requested:

I understand activities can occur indoors only.

I understand no selling, serving, or drinking of alcohol during the approved late hours.

### 4. Security

<input type="checkbox"/> Employees Total on Duty _____ Assigned to Security _____	<input type="checkbox"/> Contract Security Personnel How Many _____ Contact Person _____ Telephone Number _____ Security Company _____	<input type="checkbox"/> Off Duty Minneapolis Police How Many _____ Contact Person _____ Telephone _____
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If additional information is needed, your [License Inspector](#) will contact you.

### 5. Additional Permits – Check all that Apply.

Questions: Contact your [License Inspector](#).

- Electrical Permit** for temporary service and outlets. Call the State of Minnesota 612-866-1979 or 1-800-342-5354.
- Park Board Permits:** Call 612-230-6441.
- Plaza Permit** required for Peavey Plaza, Loring Greenway, or Chicago Mall.
- Recycling Containers** may be rented for a fee from Minneapolis Solid Waste and Recycling. You must request these ten days in advance.
- Special Event Permit** for Amusement Buildings, Bonfires, Canopies, Exhibits/Tradeshows, Fireworks, Liquid/Gas filled Vehicle in an Assembly Area, LP/Propane, Open Flames/Candles in an Assembly Area, Private Hydrants, Rooftop Heliports, Temporary Assemblies, and Tents/Temporary Membrane Structures. Call 612-673-3000 or 311.
- Street Closures** for block events, parade routes, detours, etc. Call Transportation and Parking Services Division at 612-673-5750.
- Temporary Toilets:** You must use a state of Minnesota licensed company.
- Tents:** Building and Fire Inspectors must approve your detailed plan. Call 612-673-3000 or 311.

### 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. After we approve your license, all information 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 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. Review and Approval – For Office Use Only

Previous issues:

Concerns and Resolutions for this event:

Approved dates and hours for the event:

I  recommend  do not recommend approval of this application.

Inspector: \_\_\_\_\_

Date \_\_\_\_\_

This is to certify that I have examined this application and the information meets the conditions in MCO 362.36.

License Official \_\_\_\_\_

Date \_\_\_\_\_

### 8. Additional Information

1. Applications must be signed by an owner, partner, or on-site manager.
2. You cannot transfer this 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](mailto: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.