

## License Application: Vending Machine – Add to my current license

Use this application if you have a Minneapolis business license and would like one or more vending machines. You must have the same ownership and address.

If you do not have a Minneapolis business license or any vending machines, use the [Vending Machine](#) application.

If you have a Vending Machine License, you may add additional machines to your current license. The vending machine license fee is applied to each machine. Use the [Vending Machines – Add Additional Machines](#) application. You must have the same ownership.

If you have a Minneapolis food license, you may have two free vending machines.

Definition: A self-service device which, upon insertion of a coin, token, or bill, dispenses for or beverage item. Bottled and canned soda machines do not need a license.

If you have questions, send an email to [businesslicenses@minneapolismn.gov](mailto: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](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:** 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](mailto:businesslicenses@minneapolismn.gov). **Do not add your credit card information on this application.** We will call you to securely charge your credit card.
  - N/A – Adding vending machines to a food license.
3. **Vending Machines**
  - Attach a list (Form #1) with the type of food/items in each machine.

## 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	
<b>Minnesota Sales Tax ID Number (Required)</b>	<b>Social Security Number or Individual Tax ID(ITIN) (Required)</b>		
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
Does this include adding/changing equipment that requires a gas or plumbing connection? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain the scope of the remodeling or construction.	

## 5. Entertainment

<b>A. Entertainment: Check all categories of entertainment you are planning to provide at your business.</b>
<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>B. Describe all the entertainment you are planning to provide:</b>

## 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](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.

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

### Vending Machine List

License Holder (DBA): \_\_\_\_\_

Machines are installed at the following locations. Do not include cigarette machines which are a separate license type.

Number of Machines	Type of Food/Items in Machines	Address	Name of Business