

Steps To Follow To Apply To State of MN For a Liquor License

The following is a guideline for completing your license process with the state of Minnesota. There may be further requirements necessary through your local licensing officials.

ALL LICENSEES NEED TO COMPLETE THE FOLLOWING PAPERWORK REQUIREMENTS WITH OUR OFFICE BEFORE APPROVAL CAN BE GRANTED:

- 1) Application form(s) fully completed and signed by applicant for each license applied for. **APPLICATIONS WILL BE RETURNED UNAPPROVED IF THEY ARE SUBMITTED TO OUR OFFICE INCOMPLETE.** License applications also need sheriff or local police signature and county issued licenses need county attorney signature. Licensee name on application is the corporate name if incorporated; partnership name, if a partnership; or individual(s) name or names if neither a corporation or partnership. Dates of birth for all officers, partners or individuals must be on application.
- 2) License form that matches the type of application filled out. For example: A completed wine license needs to accompany the wine application. (See below for license form numbers). City or county completes and signs licenses to submit with the completed application(s).
- 2) Liquor liability insurance certificate that covers your license period completely. (see below for further details). Do not submit applications for license without liquor liability insurance on either a new license or renewal. Do not submit insurance company applications or invoices as proof of liquor liability. These documents are not proof of insurance. We must have a certificate of liquor liability insurance.
- 3) Workers Compensation insurance certificate if you have employees, or if no employees a statement to that effect.
- 4) Sales and Use Tax ID number. Call Minnesota Department of Revenue at 651-296-6181 to apply. Write sales tax number on liquor license application.
- 5) Federal Occupational Tax Stamp. Call TTB at 1-800-937-8864. (We do not need proof of this being done).
- 6) \$20 buyers card. To request buyers card applications, write to the address above or our forms may be obtained over the Internet at www.dps.state.mn.us. For new licenses, this card will not be issued until the licensing paperwork has been received and all requirements are met. Your card will then be mailed to you to use to purchase liquor from your wholesaler. Wholesalers will be notified when your establishment is eligible to receive liquor shipments.

7) If your establishment is brand new and never before been licensed for the type of license you are applying for, your establishment will need to be inspected by one of our field inspectors. To obtain the name and telephone number of the inspector in your area to arrange for an inspection of your premises, write to the address above or refer to our website at www.dps.state.mn.us.

PROCESS TO FOLLOW:

1. Contact city, if the establishment to be licensed is located within city limits, or contact the county, if establishment is outside of city limits, for the appropriate liquor license application form(s), or if city or county is without forms, submit your request for forms and instructions to the address above, or retrieve them from our website at www.dps.state.mn.us.
2. Contact Minnesota Department of Revenue at 651-296-6181 to apply for a Sales and Use Tax Permit Number.
3. Contact the Bureau of Alcohol, Tobacco, and Firearms at 1-800-937-8864 to apply for a Special Occupational tax Stamp. (We do not need proof of this being done).
4. Contact your insurance agent to apply for workers compensation and liquor liability insurance. Our office must have proof of both before approval will be granted. Certificates of insurance must be in your exact corporate name if you are incorporated, or

individual name(s) if not incorporated. The effective dates of the certificate of liquor liability must cover the license period of your city or county completely. The minimum limits of the policy are \$100,000 and a \$300,000 aggregate per policy year per licensed location. Applications submitted for new licenses or renewals sent without liquor liability are not approved, and are blocked from receiving liquor shipments from the wholesalers.

After completion of forms, return to city or county for approval before being sent to state of Minnesota for final approval.

FORM NAMES AND NUMBERS

A. ON SALE AND/OR SUNDAY CERTIFICATION: Form #9011 (in cities only), apply if you will only be serving liquor to be consumed on the premises (use this form only for establishments located within city limits). Fill out completely, including the fees that the city charged to you for your On Sale and Sunday Licenses. City Clerk must sign this form at the bottom. (Call Nina Vibar at 651-201-7506) for help in completing your license process for on sale licenses). The actual license is not submitted or signed by the state for city issued on sale licenses.

B. APPLICATION FOR COUNTY ON SALE INTOXICATING LIQUOR LICENSE: Form #PS 9015 (in counties only, outside city limits) to be used only for establishments that will be selling liquor to be

consumed on the premises). Fill out completely, sign and obtain signatures of county attorney, and sheriff. Please call your county auditor for help in completing applications. Submit with white county on sale license form. #9038.

C. ON SALE WINE LICENSE APPLICATION: Form # 9114 Apply for this license to sell only wine to be consumed on the premises in either a city or county. (strong beer may be sold under this license, if you are also licensed to sell 3.2% beer and your gross receipts are at least 60% attributable to the sale of food, and you are approved to do so by your city or county). You must be a restaurant with seating capacity for at least 25 in order to qualify for a wine license. Submit with green wine license form #9115.

D. OFF SALE INTOXICATING LIQUOR LICENSE APPLICATION: Form # 9136. This application is used for both city and county off sale licenses. For establishments selling liquor by the package. Submit with yellow off sale license form #9008.

E: APPLICATION FOR CLUB ON SALE LICENSE: Form # 9016. This application is used for private clubs, not open to the public. Only open to members and bonafide guests. Submit with blue club on sale license form #9130.

F: RENEWAL OF LIQUOR, WINE OR CLUB LICENSE APPLICATION: Form #9093-96. This form is only used at renewal time for currently licensed licensees with no changes in the licensee name or ownership. Signatures at the bottom of the form are required as indicated. Please check the back of this form for completion also. Violations that have occurred within the past five years must be reported on the back of this form each year for five years. This form should not be used if the corporate name is changing, ownership is changing, or address is changing. Use one of the full applications named above for these types of changes. Submit with appropriate license form.

G. Application for Retailer Buyers Card: Form # 9135. For new licensees fill out except for the top line, sign and submit with \$20. Renewal applications are sent directly to business establishments at prior to renewal time. Renewals only require a signature and \$20. If a renewal is changing ownership or corporate name, make changes on application before submitting with \$20.

Licenses to accompany above applications are as follows: (must be completed and signed by city or county before sending):

Yellow Off Sale License Form #9008 used by both city and county with Off Sale application form #9136

White County On Sale License form #9038, used by county only submitted with County On Sale application form #9015.

Pink County Combination License form #9082, used by county only submitted together with County On Sale application #9015, and Off Sale application #9136.

Green Wine License form, #9115, used by both city and county, submitted together with application for wine license form #9114.

Blue Club on sale License form #9130 used by both city and county, submitted together with club on sale application form #9016.

AFTER LICENSE APPROVAL IS GRANTED BY THE STATE , LICENSE IS MAILED BACK TO THE CITY/COUNTY. THEY WILL FORWARD LICENSE TO LICENSEE.

Return to Alcohol Enforcement Home Page
Safety Home Page

Return to Public

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