

Renewal of Liquor License Information

Thank you for your interest in the renewal of the operation of a retail on-sale liquor establishment in St. Paul Park.

On-sale Intoxicating liquor licenses may only be issued to hotels, restaurants, bowling centers, theaters, or congressionally chartered veterans organizations, and exclusive liquor stores. An Optional Sunday License allows certain on-sale establishments to sell intoxicating liquor in conjunction with the sale of food on Sundays—Hotels, restaurants, bowling centers and clubs. These establishments must have a seating capacity for at least 30 persons.

In order to obtain an on-sale intoxicating liquor license, you must meet all City Code, MN State statutes and rules, all Bureau of Alcohol, Tobacco and Firearms and MN Department of Public Safety Alcohol & Gambling Enforcement Division regulations in regards to liquor licensing, zoning, and business operation.

You must be a citizen of the United States or a resident alien. You must be at least 21 years old. You must have a good morale character and repute. You may not have an interest in a manufacturer and wholesaler of alcoholic beverages. And, you must not have been convicted of a felony or a willful violation of a federal, state, or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of an alcoholic beverage. (MS 340A.402 and St. Paul Park City Code Chapter 6)

To renew your liquor license, you will need to:

- Verify** that all the information on the renewal application is correct.
 - Any simple changes such as deletion of one officer in a corporation, or telephone numbers can be detailed on the back of the renewal form.
 - If Licensee Name has changed on the renewal form, do not cross out old named and add new name. Instead, submit a NEW application form and new liquor liability for the new establishment and \$20 Buyer's Card.
- Update** license information on the renewal application. Failure to report information may result in revocation of license.
 - If your establishment had a license rejected by city/township/county in the State of Minnesota, give details on the back of the renewal form.
 - If your liquor license has been revoked in the past 5 years, give details on the back of the renewal form.
 - If your establishment or employees in the past 5 years have been cited for any civil or criminal law violations, give details on the back of the renewal form.
 - Confirm that during the past license year, a summons has not been issued, if so, attach a copy of the summons.
 - Confirm that no interest directly or indirectly in another liquor establishment, be it manufacture, distribution or retail, or if so give details on the back of renewal form.

- Signature**—Sign and date the renewal application—“Licensee Signature”.
- Payment**--Submit the RENEWAL OF LIQUOR, WINE OR CLUB LICENSE with the required fee. *Cashiers Check Payable to the City of St. Paul Park.*
 - \$3,500 for the On-Sale License
 - \$200 for the optional Sunday license
 - \$100 for the Off-Sale License
 - \$300 for Club License
 - \$300 for Wine License
 - \$250 for 3.2% Malt Liquor On Sale License
- Insurance**--Submit Certificate of Liquor Liability Insurance providing at least the minimum amounts required by Minnesota Statutes, section 340A.409 that cover the licensing period. Do not submit document that read “Insurance Declaration”, “Binder” or “Quote”. This is not the final certificate issued for proof of liquor liability.
 - **Name of Insured**--The name on the insurance certificate must match exactly with the Licensee Name and/or Trade Name given on the renewal application.
 - Example: Renewal form lists ABC Company, Inc.—The insurance must also read ABC Company, Inc. and not just ABC Company, leaving off the INC.
 - Example: Renewal form lists Mark & Jane Anderson, Anderson’s Eatery—The insurance must include both of these names and not just Anderson’s Eatery, or Mark Anderson without Jane’s name.
 - **Insurance Date**—the policy must be effective 1/1/2014 to 12/31/2014.
 - **Insured’s Address**—the address on the Liquor Liability Insurance is the same address as the licensed premises. No home addresses or PO Boxes.
- Submit proof of Workers Compensation Insurance.
- Submit proof of current year’s real estate taxes are paid to date.
- For Sunday License holders--Submit proof of establishment being a hotel, restaurant, bowling center, or club.

After all submittals are received and deemed complete, your application will be placed on the next Council Agenda. City Council meetings are generally held the first and third Mondays of each month. After approval by the St. Paul Park City Council, your application will be submitted to Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division for their approval. Allow for 30 days. The entire process may take up to 60 days to complete.

The St. Paul Park City Council will act on liquor license renewals at their November 19, 2012 meeting. **Submittals must be received no later than 4:00 p.m. on November 8, 2013.**

If you have any questions, please contact the City Clerk at (651) 459-9785.

Enclosures--Renewal of Liquor, Wine or Club License