

LICENSING PROCESS CITY CLERK'S OFFICE

New licenses are provided with an application package, explained by the City Clerk's Office, which is to be fully completed and returned to the City Clerk along with payment of any required fees.

Completed applications and fees are received by the City Clerk and checked for all required information and signatures. Applicants are contacted for any missing information, signatures, or monies owing to the City. Fee payments are receipted and sent to cashier for processing. The Police Department is required to conduct extensive background checks on Liquor, Tobacco, and Taxi licenses. This may take from 4-6 weeks. Fee payments are receipted and sent to City cashier for processing. Once all requirements have been met, the applicant's request is presented to the City Council for consideration. After Council approval, an official license is prepared for the licensee, signed and sealed by the City. [NOTE: Liquor licenses must also be approved (signed) by the State of Minnesota Alcohol & Gambling **Establishment Division**] Completed licenses are copied for filing by the City Clerk. Originals are mailed to licensees an/or corporate offices with cover letters from the City Clerk.

Various licenses and permits can be obtained at City Hall through the City Clerk's office. Any persons wishing to obtain the following licenses/permits may come to City Hall or call the City Clerk's office during business hours:

Liquor, Wine, and Beer; Tobacco; Taxicabs; Sidewalk cafes; Food wagons; Fruit and Vegetable vendors; Junk dealers;

Peddlers, solicitors, and transient merchants; Charitable gambling; and Pawnbrokers.