



ADDENDUM C: Description of Licensed Premises and Floor Plan

[Rochester Code of Ordinances, Chapter 5-19](#) applies to Alcoholic Beverages and all liquor-related licenses. Liquor licensing is also governed by [Minnesota Statutes Chapter 340A, Liquor](#).

Every application for an alcohol license must include a complete description of the premises at which it is proposed to sell alcoholic beverages, including a floor plan or detailed diagram of the premises, indicating those areas open to the public, showing dimensions, and indicating the number of persons to be served in each room or area.

- Written Description of Premises.** On a separate piece of paper, type a complete description of all areas that will constitute your licensed premise. The description must include the following information:
 - Your business name, including the legal name and any doing business as (DBA) name.
 - Describe the function, contents, and dimensions of each area.
 - Describe where alcohol will be stored, served and consumed.
- Detailed Diagram.** Attach floor plans/diagrams of the licensed premises that meets the following requirements:
 - Separate sheets of paper for the interior and exterior premises.
 - Includes the business name, including the legal name and any doing business as (DBA) name.
 - Labels the function of the each space
 - Includes the dimensions and square footage of each area.
 - Shows the number, size, and location of all tables.
 - Shows the number of chairs and their position to the tables. *The number of chairs must to be consistent with the seating capacity stated in your license application.*
 - In addition, outdoor diagrams must show the following:
 - The location of any umbrellas, planters, stanchions, fences, lights, signs, etc.
 - The location of any heating elements and location of
 - The location of storage area for gas cylinders.
 - NOTE: if the outdoor premises is located in the public right of way (typically the public sidewalk), drawings must include additional features and a separate Sidewalk Café Permit must also be obtained.
 - Hand drawn maps must be legible.

Examples. [Examples of acceptable Addendum C documents](#) are available.