

# ROCHESTER

Minnesota

## Office of the City Clerk

### Applying for Your Chicken/Duck License

1. Once you have a Citizen Access Account [[Instructions for Creating a New Account](#)], navigate to <https://aca.rochestermn.gov/citizenaccess/> to open the Citizen Access Log-in Page.
2. Enter your username and password and click Login:

Welcome to the Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government information online, 24 hours a day, 7 days a week.

Access to these services is available by two methods:

**Unregistered (or anonymous) user**

- Search and view records

**Registered user**

- Search and view records
- Allow access to creating Collection of your Permits
- Pay Rental Housing Licenses
- Schedule Building Inspections

Registration is free and easy. [Register](#) and create a user account or click on the "Register for an Account" link above.

[Need Help?](#)  
[FAQ's](#)  
[Citizen Access Videos](#)

Log in

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)  
[New Users? Register for an Account](#)

[Login >](#)

3. Click City Licensing:

City of Rochester

Home Building Permits Rental Housing City Planning **City Licensing**

Dashboard My Records My Account Advanced Search ▾

Hello, Travis Amundson

4. Check the box if you accept the terms:

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### Online License Application

Using this system you can submit information, pay fees, track the status of your applicati

Please **"Allow Pop-ups from This Site"** before proceeding. You must accept the Ger

For a walkthrough of applying for a license online: [Applying for a City License Walkthrou](#)

#### Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <http://www.rochestermn.gov/i-want-to-sign-up-for/email-updates> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

I have read and accepted the above terms.

5. Click "Continue Application":

[Continue Application »](#)

6. Select the dropdown next to Animal Licenses:

#### Select a Record Type

Choose one of the following available records found [here](#).



Search

- ▶ Alcohol and Gambling
- ▶ **Animal Licenses**
- ▶ Business Licenses
- ▶ Miscellaneous
- ▶ Trades and Contractors
- ▶ [Transportation](#)

[Continue Application »](#)

7. Select your license type from the dropdown:

found [here](#).

- ▶ Alcohol and Gambling
- ▼ Animal Licenses
  - Animal - Chickens - Ducks Application
  - Animal - Pigeon Application
- ▶ Business Licenses
- ▶ Miscellaneous
- ▶ Trades and Contractors
- ▶ Transportation

[Continue Application »](#)

8. Enter the your home address and click Search:

**Address**

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Here are some search [Examples](#) and an [FAQ](#) to help if you are having issues

Street No.:	Street Name:	Street Type:	Direction:	Unit No.:
<input type="text" value="201"/>	<input type="text" value="4"/>	<input type="text" value="ST"/>	<input type="text" value="SE"/>	<input type="text"/>
City:	State:	Zip:		
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>		

9. After you click search the Owner Information will complete with the owner of the location:

### Owner

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Owner Name: ?

CITY OF ROCHESTER

Address Line 1:

201 4 ST SE

Address Line 2:

Address Line 3:

City:

ROCHESTER

State:

MN

Zip:

55904

Phone:

E-mail:

[Continue Application »](#)

10. Click Continue Application:

11. Click either "Select from Account" or "Add" to enter information about the person completing the application:

### Applicant

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To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#)

[Add](#)

12. Click either "Select from Account" or "Add" to enter information about your mailing address:

### Mailing Address

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To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add

Continue Application »

Continue Application »

13. Click Continue Application:

14. Click either "Select from Account" or "Add" to enter information the person responsible for the license:

### *Step 1: Applicant Information > License Holder*

#### License Holder

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To add new contacts, click the Select from Account or Add New button. To edit a contact, click

Select from Account

Add

Continue Application »

15. Click Continue Application:

16. Enter all information under the License Information Section:

### Step 3: Application Information > Detailed Information

#### Custom Fields

#### LICENSE INFORMATION

I am applying for a:

Renewal for existing lice

\* Type of Animal:

Chicken

\* Number of Hens/Ducks (Note: Roosters are not allowed): Limit of 3 hens/ducks applies unless you are involved in educational or instructional activity; up to 12 hens/ducks can be approved with information about the educational or instructional activity. Please attach additional information to support a request for 4-12 hens/ducks.:

5

\* Are you attaching evidence of involvement in educational or instructional activity? :

Yes  No

\* Location of coop and enclosed, outside yard/run::

Located in the fenced in backyard, on the North side of the property, 15 feet West of the Garage.

[spell check](#)

\* Size of coop::

4.5ft x 6ft x 4ft

\* Size of enclosed, outside area::

10ft x 10ft

[Continue Application »](#)

17. Click Continue Application:

18. Click Continue Application:

[Continue Application »](#)

19. On Step 3, click “Add” to upload copies of your Detailed Diagram of your café, meeting requirements of RCO, Section 9-8-2(d) and your proof of worker’s comp. coverage:

### Business - Sidewalk Cafe Application

1 Applicant Information	2 License Details
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### Step 3: Documents > Required Documents

#### Attachment

This license type requires the following document types:

- [\(Floorplan\) Detailed Diagram Meeting RCO, Section 9-8-2\(d\)](#)
- Proof of Workers Comp

The maximum file size allowed is 40 MB.  
PDF is the only file type currently allowed.

Name	Type	Size
No records found.		



20. Select the document type and enter a description of each uploaded document:

**\*Type:**  
Detailed Site Diagram

File:  
VOTE IN 2020 - Copy.pdf  
100%

**\*Description:**  
Complete and Detailed Diagram of Café, including all fixtures, tables, and Seating.

[spell check](#)

**\*Type:**  
Workers Comp

File:  
VOTE IN 2020.pdf  
100%

**\*Description:**  
Proof of Worker's comp.

[spell check](#)

**Save** **Add** **Remove All**

21. Click Save then Continue Application:

**Save** **Add** **Remove All**

**Continue Application »**



22. Complete a final review of the application in Step 4: Review:

### Business - Sidewalk Cafe Application

1	2 License Details	3 Documents	4 Review
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### Step 4: Review

23. Read the Notification and check the box if you agree:

**Notice of Collection of Private Data**  
The information collected and required as part of a license application is voluntary. It is not legally required to provide requested data, however Social Security Numbers and Birth Dates are classified as private data for license eligibility, and to administer and manage the licensing program.

Disclosure of Social Security Number (or individual Tax ID Number or 270C.72, and may be requested by and released to the Minnesota Commissioner of Public Safety pursuant to the Government Data Practices Act, Minnesota Statutes, and also have the right to be told the contents and meaning of the data.

**Notice of Ability to Sign up for Electronic Notifications of Proposed**  
As an applicant for a business license or renewal of an existing business license, you have the option to sign up for electronic notifications of proposed actions.

By checking this box, I agree to the above certification.

24. Click "Continue Application":



25. Click Checkout to pay all associated fees with a credit card (Note: if you do not wish to pay with a credit card, then you are not able to use the online portal for your renewal). Fees vary by license:

**Total amount to pay**  
Note: This does not include taxes and fees.

**Checkout »**

26. Check your email for submission confirmation. If you have any trouble, please contact the City Clerk's Office:

[licenses@rochestermn.gov](mailto:licenses@rochestermn.gov) or 507-328-2900.