



Renewing Your Liquor License for 2021 Online

Using Citizen Access

Renewing your liquor license online will save time and decrease the amount of information to enter, as you will be able to verify the information on file as part of your existing account in lieu of entering all new data.

1. Visit www.rochestermn.gov/citizenaccess to get to Rochester's online system for licensing.
2. If you have not already created an online account in Citizen Access, you will need to do so in order to process your renewal.

[\[Instructions for Creating a New Account\]](#) (video)

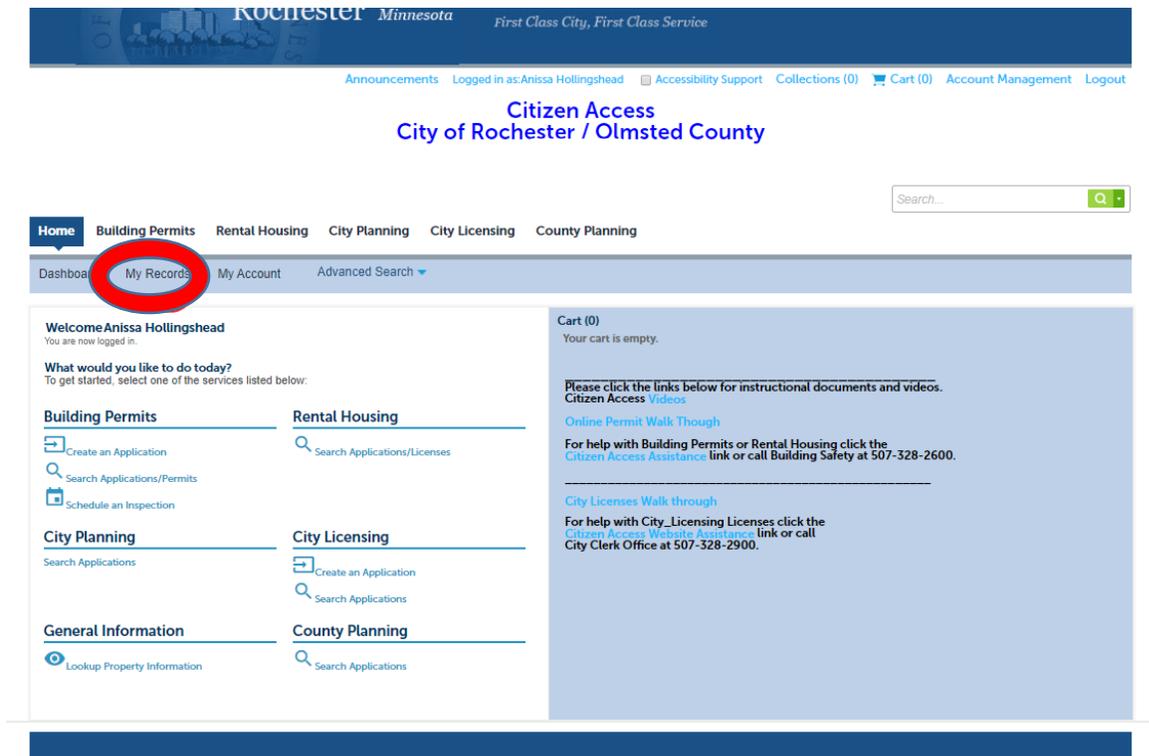
When creating a new account, please make sure to use the email address associated with your account (the one entered for the applicant in your application last year.) This is required in order to connect your new access account with your existing license file(s).

Once you've created an account, enter your username and password and click Login.

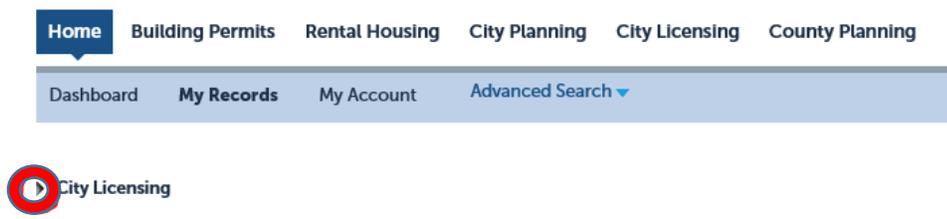
The screenshot shows the Citizen Access website interface. At the top, there are navigation links for Home, Building Permits, Rental Housing, City Planning, City Licensing, and County Planning. A search bar is located in the top right corner. The main content area features a "Welcome to the Citizen Portal" message and a "Login" form. The login form includes fields for "User Name or E-mail" and "Password", a "Remember me on this computer" checkbox, and a "Login" button. The login form is circled in red. Below the login form, there are links for "Need Help?", "FAQ's", and "Citizen Access Videos". The bottom section of the page contains a grid of service categories: Building Permits, Rental Housing, City Planning, City Licensing, General Information, and County Planning, each with a search icon and a brief description.

Reviewing your existing license information for renewal

1. Click "My Records" under the Home Tab:



2. Click the drop down carrot next to **City Licensing** to display a list of your license files:



NOTE: If you do not see your license under City Licensing, call the City Clerk's Office at 507-328-2900. If you have just set up your online Citizen Access account, your existing licenses may not automatically connect to your account. The Clerk's Office can manually connect them if necessary.

3. Click “Renew Application” next to the License record you are ready to renew:

Search...

Home Building Permits Rental Housing City Planning City Licensing County Planning

Dashboard **My Records** My Account Advanced Search

City Licensing

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	02/07/2020	AG00209A	Full Intoxicating On-Sale Application		Liquor Inc.		Issued	Renew Application	Your Bar
<input type="checkbox"/>	02/07/2020	AG00209L	Full Intoxicating On-Sale License		Liquor Inc.	03/31/2020	Active		Your Bar

4. You will now be able to go through all parts of your account, to review the information on file for your license. This starts with Step 1 containing the information about your premise address and the owner of the property where your business operates:

Full Intoxicating On-Sale Renewal

1 Premise Address 2 Applicant Information 3 Business Information 4 Documents 5 Review 6 7

Step 1: Premise Address > Address and Owner * indicates a required field.

Address

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

Street No.: Street Name: Street Type: Direction: Unit No.:

City: State: Zip:

Owner

Owner Name:

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Zip:

Phone: E-mail:

Verify the information in this step is still accurate, make any updates needed, and then click “Continue Application” near the bottom left on this screen.

5. In Step 2, review the information on file for the Applicant (the person completing the application) and the mailing address for the business.

The screenshot shows the 'Full Intoxicating On-Sale Renewal' application page. At the top, there are navigation tabs: Home, Building Permits, Rental Housing, City Planning, City Licensing (selected), and County Planning. Below the navigation is a search bar with 'Create an Application' and 'Search Applications' options. A progress bar shows seven steps: 1. Premise Address, 2. Applicant Information (highlighted), 3. Business Information, 4. Documents, 5. Review, 6, and 7. The main heading is 'Step 2: Applicant Information > Applicant Information'. Below this, there are two sections: 'Applicant' and 'Mailing Address'. Each section has a description and contact information for 'licenses@rochestermn.gov'. The 'Applicant' section includes contact details like Primary Phone (507-328-2900), Mobile Phone (512-720-8751), Alternate Phone (507-328-2911), and Preferred Channel (E-mail). There are 'Edit' and 'Remove' links for each section. At the bottom, there are two buttons: 'Continue Application »' and 'Save and resume later'.

Click "Edit" to verify or change information in either of these sections. Once you are finished with this page, click "Continue Application" near the bottom left on this screen.

6. Next verify the information on file for the License Holder (the person responsible for this license) and the on-site/responsible manager:

The screenshot shows the 'Full Intoxicating On-Sale Renewal' application page, Step 2: License Holder and Manager. The navigation and progress bar are the same as in the previous screenshot. The main heading is 'Step 2: Applicant Information > License Holder and Manager'. Below this, there are two sections: 'License Holder' and 'Manager'. Each section has a description and contact information for 'licenses@rochestermn.gov'. The 'License Holder' section includes contact details like Primary Phone (507-328-2900), Mobile Phone (512-720-8751), Alternate Phone (507-328-2911), and Preferred Channel (E-mail). There are 'Edit' and 'Remove' links for each section. At the bottom, there are two buttons: 'Continue Application »' and 'Save and resume later'.

Click "Edit" to verify or change all information in these sections. Once you are finished with this page, click "Continue Application" near the bottom left on this screen.

- Continue verifying the information on file for your license on each page, filling in any blank fields and making edits for any changes to existing information on file. The screens you will see in this process will vary depending upon which type of liquor license you are renewing.

For most license types, this includes next verifying your detailed business information. For a full intoxicating on-sale license, for example, your screen will look like:

🏠 Create an Application
🔍 Search Applications

Full Intoxicating On-Sale Renewal

1 Premise Address	2 Applicant Information	3 Business Information	4 Documents	5 Review	6	7
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Step 3: Business Information > Business Detail * indicates a required field.

Detail Information

* Legal Business Name: DBA:

Custom Fields

LICENSE INFORMATION

* Classification:

* Are you requesting split payment at Application and Oct 1st?: Yes No

Number of additional bars with unique branding at this physical address:

State License Number:

Special Sunday License:

2 a.m. License:

2 a.m. License State Number:

2 a.m. License State Date: 📅

General Entertainment: ⓘ

Sidewalk Cafe Permit:

Please enter your sidewalk café license number.:

* Ownership Type:

BUSINESS INFORMATION

* Are there any changes to the business ownership that have not been previously reported?: Yes No

What is the nature of these changes?:

Most license types will have some questions that have to be answered as part of the renewal. That includes these questions about any changes to the business ownership that have not been previously reported, and whether the business or any owner has received a summons in the past year for any business involved in:

BUSINESS INFORMATION

* Are there any changes to the business ownership that have not been previously reported?: Yes No

What is the nature of these changes?:

spell check

Did any applicant or owner receive a summons under Minn. Stat. §340A.802 during the preceding year at any business owned or involved in?: * Yes No

- Once you reach “Step 4>Required Documents,” all license types have documents that must be uploaded as part of your renewal. Refer to your application checklist for which files are required for your license type.

Create an Application Search Applications

Full Intoxicating On-Sale Renewal

1	2 Applicant Information	3 Business Information	4 Documents	5 Review	6 Pay Fees	7
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Step 4: Documents>Required Documents * indicates a required field.

Attachment

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

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application » **Save and resume later**

Upload needed documents by clicking the “Add” button, and following the prompts in the “File Upload” pop up that will open on your screen. After you’ve finished selecting documents to add, click “Continue”

File Upload x

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

Continue
Add
Remove All
Cancel

File Upload x

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

Tailwind Floorplan.pdf	100%
Tailwind WC.pdf	100%

Continue
Add
Remove All
Cancel

For each document uploaded, select what type of file it is from the dropdown menu, and enter a brief description of the document, e.g. “Updated Addendum C for Liquor Inc.” Then click “Save” and once all documents have been uploaded, click “Continue Application.”

✓ **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Full Intoxicating On-Sale Renewal

1	2 Applicant Information	3 Business Information	4 Documents	5 Review	6 Pay Fees	7
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Step 4: Documents>Required Documents * indicates a required field.

Attachment

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

Name	Type	Size	Latest Update	Action
Tailwind Floorplan.pdf	Business Floor Plan	1005.10 KB	02/07/2020	Actions ▼
Tailwind WC.pdf	Certificate of Insurance	208.58 KB	02/07/2020	Actions ▼

Add

Continue Application » **Save and resume later**

9. Complete a final review of the application in Step 5 – Review. Each section of your renewal application is summarized on this screen. There is an “Edit” button by each section that will take you back to that section if you see any further updates that are needed.

Step 5: Review

Continue Application » **Save and resume later**

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue Application” to move on.

Record Type: Full Intoxicating On-Sale Renewal

Address: **Edit**
201 SE 4 ST
ROCHESTER MN 55904

Owner: **Edit**
CITY OF ROCHESTER
201 4 ST SE
ROCHESTER MN 55904
Phone: 5073282900
licenses@rochestermn.gov

Applicant: **Edit**
Liquor Applicant

10. Once you have reviewed all application information, read the Notice of Collection of Private Data and Verification of Application Data Submitted, and check the box at the bottom of Step 5 to indicate you have reviewed this notice.

Notice of Collection of Private Data
The information collected and required as part of a license application will be used to determine eligibility for a City of Rochester License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Rochester is unable to process this application. Social Security Numbers and Birth Dates are classified as private data, and are not available to the public. Access to this data is limited to staff with a business need in order to determine license eligibility, and to administer and manage the licensing program. Disclosure of a Social Security Number or a Minnesota Tax ID Number is required by Minnesota Statutes 270C.72, and this information may be requested by and released to the Minnesota Commissioner of Revenue. All other information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and also have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

Verification of Application Data Submitted
I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of my business license.

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

Continue Application » **Save and resume later**

Click “Continue Application” at the bottom left of this screen to submit your renewal application.

11. You have completed your renewal application submission! You will receive a confirmation email to the applicant’s email address indicated in your application.

Create an Application Search Applications

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

 Thank you for your submission or payment. For Building Permits you will receive an email with further instructions. For Rental Payments you can now call Building Safety 507-328-2600 and schedule your inspection. For City Licensing you will receive an email with updates to your license application.

201 SE 4 ST, ROCHESTER MN 55904

REN20-0046