



2021 OFF-SALE INTOXICATING LIQUOR LICENSES RENEWAL CHECKLIST

[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](#). RCO 5-19-9 (f) **Renewals**. An application for renewal of an alcoholic beverage license shall require the applicant to re-verify or update all of the information contained on the original license application.

Section 1. ESTIMATE LICENSE FEES

Legal Corporate Name of Licensed Business	Trade Name (DBA) if different than legal name	
License Classification - select <u>one</u> of the following:		
Classification	2021 Renewal Fee	Future Renewal Fee
Off-Sale Exclusive Liquor Store	\$1,500	\$1,500
Small Brewer – Off-Sale	\$164.40	\$250

Late Fees:

1. Complete, renewal applications submitted by Feb. 12, 2021, will be issued by March 31, 2021.
2. Renewal applications are due on March 1, 2021.
3. Renewal Late Fee: Applications arriving after March 1, 2021 are late, and subject to a 20 % of the annual license fee, not exceeding \$500.00. **Waived for 2021.**
4. Expiration Late Fee: Applications submitted after March 31 are subject to a penalty of 50 percent of the annual license fee, but not to exceed \$1,000. **Waived for 2021.**

Payment Schedule Options for 2021:

- Pay in full by time of licensure
- Pay half of classification fee at time of licensure and another half plus all endorsement fees at on submitting application and the second half of on-sale fee by Oct. 1, 2021.

Section 2. CHECKLIST OF REQUIRED INFORMATION AND STEPS

Staff Initials	To submit your renewal, choose either Online or Paper Application, then complete the correct checklist:
	<p>Checklist for Online Applications:</p> <p><input type="checkbox"/> Review your license information in the online Citizen Access portal of Accla.</p> <p>Upload these required documents under Step 4: Documents in the online application:</p> <p><input type="checkbox"/> Application verification and acceptance of responsibility – An authorized owner, member, partner, or officer must sign this form either in person at the City Clerk's Office, or in the presence of a notary.</p> <p><input type="checkbox"/> ADDENDUM B: BUSINESS PLAN – ONLY required if there are updates</p> <p><input type="checkbox"/> ADDENDUM C: DIAGRAM OF LICENSED PREMISES/FLOOR PLAN – ONLY if there are updates - OR - if current plan on file does not meet requirements</p>

Staff Initials	Online Checklist, Continued:
	<input type="checkbox"/> Copy of any summons received by any applicant or owner under Minn. Stat. §340A.802 during the preceding year at any business owned or involved in <input type="checkbox"/> Certificate of Insurance through the end of the upcoming licensing period, 3/31/2021, showing proof of financial responsibility as required by the State of Minnesota dram shop law (Minn. Stat. §340A.409) <input type="checkbox"/> Proof of Workers' Compensation Insurance Coverage, unless exempt <input type="checkbox"/> Completed and Signed State renewal form(s) - Example
	Checklist for Paper Applications: <input type="checkbox"/> Complete the paper application form, available on the City Clerk's web site: https://www.rochestermn.gov/departments/city-clerk/licenses-and-permits/liquor-licensing <input type="checkbox"/> Step 8: Application Verification and Acceptance of Responsibility must be signed by authorized individual in person at the city clerk's office or in front of a notary before submission <input type="checkbox"/> ADDENDUM B: BUSINESS PLAN – ONLY required if there are updates <input type="checkbox"/> ADDENDUM C: DIAGRAM OF LICENSED PREMISES/FLOOR PLAN – ONLY if there are updates - OR - if current plan on file does not meet requirements <input type="checkbox"/> Copy of any summons received (if applicable) by any applicant or owner under Minn. Stat. §340A.802 during the preceding year at any business owned or involved in <input type="checkbox"/> Certificate of Insurance through the end of the current licensing period, 3/31/2021, showing proof of financial responsibility as required by the State of Minnesota dram shop law (Minn. Stat. §340A.409) <input type="checkbox"/> Proof of Workers' Compensation Insurance Coverage, unless exempt <input type="checkbox"/> Completed and Signed State renewal form(s) - Example
FINAL STEPS – Both Online and Paper Applications	
	<input type="checkbox"/> Submit check made payable to the City of Rochester with your paper application (optional) <p style="text-align: center;">---OR---</p> <input type="checkbox"/> Pay renewal fees after you receive the invoice email from the City Clerk's Office: – Total Paid: _____
	<input type="checkbox"/> State of Minnesota Buyer's Card – Complete the document sent to you by the state and send directly to the state with the \$20 fee by check.
	<input type="checkbox"/> Pay all obligations due the City of Rochester, including any license fees, real estate taxes, other assessments, utility charges, and any other charges owed to the City. <ul style="list-style-type: none"> • Rochester Public Utilities will verify payment of all public utilities through the City Clerk's Office. • Building inspections will be performed by the Building Safety and/or Fire Departments.