



## 2021 ON-SALE 3.2 PERCENT MALT 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
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License Classification - select one of the following:

Classification	2021 Renewal Fee	Future Renewal Fee
Restaurants and Other	\$420	\$500
Partial Year @ McQuillen Park	\$210	\$250

Please select any of the following endorsements to hold in conjunction with your intoxicating liquor license:

- Limited Entertainment – \$120 for 2021, (\$200 in subsequent years)  
*Allows entertainment limited to literary readings, storytelling, live solo comedians, karaoke, amplified or non-amplified music by a disc jockey or any number of musicians, and group singing by patrons of the establishment. Does not include patron dancing.*
- General Entertainment – \$1,280 for 2021, (\$2,000 in subsequent years)  
*Allows all legal entertainment, including dancing, volleyball, broomball, stage shows, theater, and contests.*
- 2 A.M. License – \$60 city fee for 2021 (\$100 in subsequent years) Expiration Date: \_\_\_\_\_
- Sidewalk Café License (requires a separate application) – *only needed for outdoor seating in the public right-of-way; all outdoor seating must be listed on Addendum C.*

#### 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
- Defer payment to Aug. 1, 2021
- Pay 1) half of classification fee + all endorsement fees on submitting application and 2) the second half of classification fee by Oct. 1, 2021.
- Pay: 1) all endorsement fees + 10% of classification fee at licensure and 2) quarterly payments on fee balance.

Total Due as Part of this renewal: \_\_\_\_\_ Classification Fee  
 + \_\_\_\_\_ Limited or General Entertainment Endorsement  
 + \_\_\_\_\_ 2 A.M. Sales Endorsement  
 = \_\_\_\_\_ **Total Renewal Fees**

**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:**

**Checklist for Online Applications:**

- Review your license information in the [online Citizen Access portal](#) of Accela.
- Upload these required documents under Step 4: Documents in the online application:**
- [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.
- [ADDENDUM B: BUSINESS PLAN](#) – **ONLY** required if there are updates
- [ADDENDUM C: DIAGRAM OF LICENSED PREMISES/FLOOR PLAN](#) – **ONLY** if there are updates - OR - if current plan on file does not meet requirements
- 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
- Certificate of Insurance through the end of the upcoming licensing period, 3/31/2022, showing proof of financial responsibility as required by the State of Minnesota dram shop law (Minn. Stat. §340A.409)
- Proof of Workers’ Compensation Insurance Coverage, unless exempt
- Completed and Signed State renewal form(s) - [Example](#)

**Checklist for Paper Applications:**

- 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>
  - 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
- ADDENDUM B: BUSINESS PLAN – **ONLY** required if there are updates
- ADDENDUM C: DIAGRAM OF LICENSED PREMISES/FLOOR PLAN – **ONLY** if there are updates - OR - if current plan on file does not meet requirements
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**FINAL STEPS – Both Online and Paper Applications**

- Submit check made payable to the City of Rochester with your paper application (optional)  
 ---OR--
- Pay renewal fees after you receive the invoice email from the City Clerk’s Office:  
 – Total Paid: \_\_\_\_\_
- 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.

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.

Prior to the issuance of your license, all obligations due the City of Rochester must be paid in full. This includes any license fees, as well as real estate taxes, other assessments, utility charges, and any other charges owed to the City.

- 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.
- After the renewal is complete, the Common Council will consider the license application for approval.