ROCHESTER
Minnesota
Office of the City Clerk

Applying for Your Moblie Food Unit 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:

3. Click City Licensing:

4. Check the box if you accept the terms:

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 Business:

7. Select your license type from the dropdown:

8. Click "Continue Application":

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

Transportation - Taxicab Driver Application

1 Application Information	2 License Information	3 Documents

Step 1: Application Information > Applicant Information

Applicant

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**

10. Click either "Select from Account" or "Add" to enter information about the licensee's mailing address:

Mailing Address

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 »

11. Click Continue Application:

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

1 Application Information	2 License Information	3 Documents

Step 2: License Information > License Details

License Holder

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

Custom Fields

13. Enter your legal business name and your DBA:

Detail Information

*Legal Business Name: DBA:

14. Enter all information under the License Information Section:

Custom Fields

LICENSE INFORMATION

*I am applying for a: --Select--

*Ownership Type: --Select--

*Date of Incorporation:

*State of Incorporation:

*Role of Person Completing Application: --Select--

*Will anyone other than the primary contact person be operating the mobile food unit on City streets?:   ○ Yes ○ No

Please indicate the names and contact information(phone and email) for anyone other than the primary contact person who will be responsible for responding immediately to any issues during the course of operations.:

15. Enter all information in the Business Information section:

BUSINESS INFORMATION

* Provide the name and address of the commercial supply source and affiliated licensed food establishment in the City of Rochester being used for food preparation. If there is no affiliated licensed food establishment owned by the applicant, explain how the requirement to prepare food in a commercial kitchen will be met.:

spell check

* Describe the food preparation methods to be used and the food product that will be offered for sale, including the intended menu, display, and food distribution containers.:

spell check

* Describe the anticipated volume of food to be stored, prepared, and sold.:

spell check

* Vehicle Year/Make/Model:

* VIN:

* Plate No.and State:

16. Click Continue Application:

Continue Application »

17. Enter information about your Workers' Compensation Insurance:

Step 3: Business Data > Workers Comp Insurance

Custom Fields

INSURANCE

* Workers' Compensation Exempt: ○ Yes ○ No

Workers Compensation Company:

Policy Number:

Dates of Coverage:

Reason for Workers' Comp Exemption: --Select-- ▼

18. Click Continue Application:

Continue Application »

19. On Step 3, click "Add" to upload the required documents for your application (Proof of general liability

    insurance; a vehicle inspection report; an indemnification statement; a copy of your Olmsted County License):

Step 4 : Documents > Required Documents

Attachment

This license type requires the following document types:
-Proof of Insurance General Liability (Proof of Insurance)
-Vehicle inspection report (Vehicle Inspection Report) Click Here for Form
-Signed indemnification statement (Indemnification Statement) Click Here for Form
-Copy all required licenses/permits from Olmsted County or State of Minnesota (Copy of County/:

These types are recommended if applicable:
-Proof of Workers Comp insurance, if required (Proof of Insurance)

The maximum file size allowed is 400 MB.
PDF is the only file type currently allowed.

Name	Type	Size
No records found.		

Add

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

*Type:

Drivers License ▾

File:
MFU Indemnification – Copy.pdf

100%

*Description:

My Photo ID

spell check

*Type:

Notification and Verification ▾

File:
VOTE IN 2020 – Copy.pdf

100%

*Description:

My Notarized Form

21. Click Save:

*Type:

Notification and Verification ▾

File:
VOTE IN 2020.pdf

100%

*Description:

My Notarized Form

spell check

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

Continue Application »

22. Click "Continue Application":

Continue Application »

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

Transportation - Taxicab Driver Application

| 1 | 2 License Information | 3 Documents |

Step 4 : Review

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue

Record Type

24. 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 will
required to provide requested data, however, failure to do so may mean th
Social Security Numbers and Birth Dates are classified as private data, and a
to administer and manage the licensing program.
Disclosure of a Social Security Number or a Minnesota Tax ID Number is re
Revenue.
All other information contained in this application is public information up
obtain copies of the data maintained on them, including private data, and a
Verification of Application Data Submitted
**I hereby certify that I have read and understand every question in t
understand that the giving of false information as part of this appli**

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

Continue Application »

25. Click "Continue Application":

Continue Application »

26. 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
Note: This does not inc

Checkout »
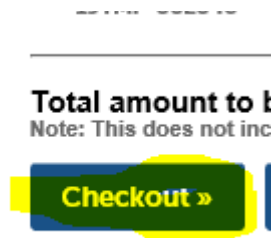
27. Check your email for submission confirmation. If you have any trouble, please contact the City Clerk's Office: licenses@rochestermn.gov or 507-328-2900.