



City of Maplewood | **Office of the City Clerk**  
1830 County Road B East | Maplewood, MN 55109  
651-249-2005 | 651-249-2009 (fax)

## INTOXICATING LIQUOR LICENSE – OFF-SALE

### Required Applications

- City of Maplewood
  - Intoxicating Liquor License application
  - Intoxicating Liquor License Supplement from each owner/partner/corporate officer with >5% stock, and establishment manager
  - Business License Background Check Consent Form (Informed Consent)
  - Personal Financial Statement from each owner/partner/corporate officer with >5% stock
  - Signed Affidavit from each owner/partner and establishment manager stating that he/she has no other liquor interest in the City of Maplewood
- MN Dept of Public Safety-Alcohol and Gambling Enforcement Division
  - Application for an Off-Sale Intoxicating Liquor License
  - Application for Retailer's (Buyer's) Card

### Other Applications:

- City of Maplewood
  - Alarm System Permit
  - Cigarette License

### Background Investigation:

- An investigation fee not to exceed \$500.00 shall be charged an applicant by the city if the investigation is conducted within the state, or the actual cost not to exceed \$10,000.00 if the investigation is required outside the state. The police chief will meet with the applicant to discuss measures to eliminate the sale of alcohol to underage persons, general security, retail crime issues and the city ordinances.
- Once the background investigation is completed the license will go before the Council for approval at one of their regularly scheduled meetings. An owner/partner representing the business will need to attend the meeting.

### Insurance Requirements:

- Certificate of Insurance naming the City of Maplewood as the Certificate Holder, with a ten-day cancellation clause. Minimum amounts of coverage are as follows:
  - \$300,000 General Liability
  - \$310,000 Liquor Liability
  - \$100,000 Property Damage
  - \$50,000 Workers' Compensation
- Coverage is required to reflect the entire license period (e.g. 1/1/2017 to 12/31/2017) or certificate must state "continuous until cancelled" in the *Description of Operations* section.

**License Fees for Off-Sale Intoxicating Liquor:**

- Submitted with application and payable to City of Maplewood
  - Background Investigation Fee \$500.00 you will be notified if there are any additional charges
- Submitted upon approval and payable to City of Maplewood
  - Off-Sale Intoxicating Liquor License \$200.00
- Submitted upon approval and payable to MN Department of Public Safety AGED
  - Retailer's (Buyer's) Card \$20.00

**Mail completed forms and payment to:**

City of Maplewood  
Attn: Business License Specialist  
1830 County Road B East  
Maplewood, MN 55109