



**MESSAGE BUSINESS or SIMILAR ORIENTED SERVICES
CITY CODE CHAPTER 115**

INITIAL INVESTIGATION FEE: \$25.00 (new applicants only)
NEW OR ANNUAL LICENSE FEE: \$50.00

NEW _____ RENEW _____ YEAR _____

Applicant/Owner Name: _____ DOB: _____

Home/Personal Address: _____

Phone Number(s): _____

Contact Email: _____

Business Name: _____

Business Address: _____

Hours/Days of Operation: _____

Owner(s) of Building or Premises to be licensed (if renting please attach copy of lease):

Name: _____ Address: _____

Name: _____ Address: _____

Business Manager Name(s):

Name: _____ Home Address: _____

Name: _____ Home Address: _____

List two (2) character references for the Business Owner:

Name: _____ Home Address: _____

Name: _____ Home Address: _____

Has applicant ever been convicted of a crime other than a traffic violation? _____ YES _____ NO

If yes, please give an explanation including time, place, and nature of each crime/offense and disposition thereof. Include a separate sheet if necessary. _____

List all creditors involved in the business who have a debt equity in the operation, past and present

Name: _____ Address: _____
Name: _____ Address: _____

List Corporate or Partnership title, if any: _____

List Corporate or Partnership names and addresses of managers, officers, and partners:

Name: _____ Address: _____
Name: _____ Address: _____
Name: _____ Address: _____
Name: _____ Address: _____

Tax information is required by the IRS and MN Department of Revenue on all license applications

FEDERAL TAX ID # _____ STATE TAX ID # _____

If you do not have a state or federal tax ID, you must provide your SOCIAL SECURITY # _____

INFORMATION FOR BUSINESS/LOCATIONS:

Please submit a copy of your Certificate of Liability Insurance form obtained from your insurance company.

Please submit accurate and complete business records showing names and addresses of all individuals having an interest in business including partners, officers, owners, and creditors furnishing credit for establishment acquisition and maintenance and furnishing of said business.

Please furnish accurate documentation establishing the interest of the applicant and any other person having interest in the premises upon which the building is proposed to be located or furnished thereof. The documentation shall be in the form of a lease, deed, contract for deed, mortgage deed, etc and any other documents establishing interest of the applicant or any other person in the operation.

Please provide blueprints, diagrams, layouts, etc. showing construction and/or remodeling to the premises and specifically showing the layout of the bathing and restroom facilities to be used.

Applicants and associates will strictly comply with all regulations promulgated by the City Council of Forest Lake and all ordinances of said municipality.

Applicants must complete in full and attach to this application an authorization and consent for release of personal information.

I hereby certify that I have read the foregoing questions and that the answers to said questions are true of my own knowledge.

Failure to provide all information may result in an incomplete application and will be returned to applicant.

(Renewal applications do not need to be notarized)

Subscribed and sworn to before me This _____ day of _____, 20_____

Notary Public Signature

Applicant Signature _____ Date _____

Police Signature _____ Date _____

Council Signature _____ Date _____

**Minnesota Government Data Practices Act – Chapter 13
“Tennessee Warning”**

Data is requested from the applicant on various forms. The purpose and intended use of the requested data is to verify the applicant meets all state statute and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as Private data **until license approval** when the data becomes **Public**: (13.41, Subd. 4).

1. Data submitted by applicants (other than names and designated addresses).
2. Orders for hearing and findings of fact.
3. Conclusions of law and specification of the final disciplinary action contained in the record of the disciplinary action.
4. Entire record concerning the disciplinary proceeding.
5. License numbers.
6. License status.

The following data collected, created, or maintained is classified as Private: (13.41, Subd. 2).

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to the disclosure.
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action.
3. Inactive investigative data relating to violations of statutes or rules.
4. The record of any disciplinary proceeding except as limited by Subd. 4.

The following data collected, created, or maintained is classified as Confidential: (13.41, Subd. 3).

1. Active investigative data relating to the investigation of complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, as required by court order and City officials who have a bona fide need for it. The City of Forest Lake may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

**I READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING
MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.**

Date

Signature of Applicant

