

Permit Application Guidelines and Checklist

License Type: Block Events (Business District)

A block event is a temporary gathering of people held on a blockaded portion of a public street or alley within the city. A large block event shall mean a block event for artistic, cultural, or social purposes with expected attendance of at least two thousand five hundred (2,500) people. Business District shall mean the central business district or a neighborhood business district and does not include a residential area.

Staff Initials	Application Checklists
<input type="checkbox"/>	1. License Application (Form #1)
<input type="checkbox"/>	2. Certificate of Liability Insurance (Sample Form #2) <ul style="list-style-type: none"> a. This must be furnished by your Insurance Agent with the mandatory changes. b. You are required to have general liability that includes premises and operations insurance and products and completed operations insurance with the following coverages: <ul style="list-style-type: none"> <input type="checkbox"/> \$300,000 per occurrence and \$1,000,000 aggregate for personal injury or death. <input type="checkbox"/> The applicant and the City shall be named as an Additional Insured on the liability policy.
<input type="checkbox"/>	3. Neighborhood Approval Documentation (Form # 3)
<input type="checkbox"/>	4. Event Sponsoring Application and Short Term Food Permits (Form #4) <ul style="list-style-type: none"> <input type="checkbox"/> This is not required if you are not serving or selling food. Sponsors are responsible for submitting Short-Term Food Permit Applications with payment from all vendors and exhibitors participating at the event. Applications are available on our website .
<input type="checkbox"/>	5. Amplified Sound Permit Application (Form #5)
<input type="checkbox"/>	6. Additional Permits – Complete and attach Checklist #6 with your application.
<input type="checkbox"/>	7. Site Map: Attach a map with: <ul style="list-style-type: none"> a. Street names b. Tent and stage locations c. Barricades and contact person for barricades d. Garbage and recycling container locations e. 14 foot clear drive aisle f. LP tank locations g. Fire department connections and/or fire hydrant locations h. Detour plan i. Parking meter ID numbers for hooding purposes – Call 612-673-5750 to make required arrangements.
<input type="checkbox"/>	8. Recycling Plan for large block events, parades and races. Requirements are found in MCO 455.36 <ul style="list-style-type: none"> <input type="checkbox"/> N/A – Event is not a large block event, parade, or race.
<input type="checkbox"/>	9. Security Deposit - \$500 cash or certified check made payable to Minneapolis Finance Department. The security deposit check is to be separate from the fee check.
<input type="checkbox"/>	10. Non-Refundable Fee _____ See next page. <ul style="list-style-type: none"> <input type="checkbox"/> Large Block Event Applications must be received at least 60 days before the event. Applications received less than 60 days before the event must include a statement of hardship on behalf of the applicant.
<input type="checkbox"/>	11. Application Postmarked or Date Stamped _____

Additional information on next page.

Additional Information

1. **Your License Application** Incomplete applications will be returned. Licenses are not transferable. Make a duplicate copy of this packet for your personal records before submitting.
2. **Security Deposit** If the applicant complies with the block event conditions to the satisfaction of the Director of Public Works, the security deposit shall be returned or balance refunded. Failure to clean up the area within a three-hour period following the event or provide recycling containers may result in the forfeiture of the security deposit to the city.
3. **Information in Other Languages** - Yog xav paub tshaj nos ntxiv, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.
4. **Fee** - The fee is based on number of days before the event payment is received. Checks should be payable to the Minneapolis Finance Department. Do not send cash. This check is to be made out separately from the security deposit check. If the application is returned to the applicant because of incomplete information, the application fee will be based on the postmark or date stamp of the completed application.

Large Event (2,500 attendees or more)		Small Events (fewer than 2,500 attendees):	
90 days or more	\$1,285	45 days or more	\$200
60 to 89 days	\$1,850	30 to 44 days	\$250
Less than 60 days		20 to 29 days	\$350
(Hardship Application)	\$2,775	11 to 19 days	\$400
		10 days or fewer	Denied

There is no fee for amplified sound permits for events protected by the first amendment (speech) including press conferences, protests, and religious expression or worship events. Additionally, there is no fee for events sponsored by Hennepin County, Minneapolis Public Schools, or Minneapolis Park and Recreation Board. Fees are required for non-park-sponsored events on park land and church community events and festivals.

5. Conditions and Restrictions

- a. **Residential Block Events:** Download a [Residential Block Event Application](#) or call the Public Works Department at 612-673-2220.
- b. **National Night Out:** Use the [National Night Out Application](#) or contact CCP/SAFE (673-3447 or ccpsafe@minneapolismn.gov.)
- c. **Submission:** This application may be mailed or delivered to Minneapolis Licenses and Consumer Services, 350 South 5th Street, Room 1, Minneapolis, MN 55415-1391. All information (checks, signed application, any additional application materials) must be enclosed with the application or the application will be returned as incomplete. Credit card payments may be made in person at our office. Security deposits must be made in the form of a certified check or cash only.
- d. **Denial:** A block event permit may be denied for a variety of reasons, including but not limited to, construction, proximity to a hospital or fire station, or a conflict with a previously scheduled event within four blocks. A permit cannot be issued for a major thoroughfare (snow emergency routes; arterial streets; federal, state and county highways; bus routes; and streets controlled by semaphores) unless traffic flow can be reasonably accommodated on adjacent streets.
- e. **Appeals:** If a permit is not approved, the applicant may submit a written objection, along with the permit application, which will be referred to the appropriate City Council Committee to make a recommendation to the City Council.
- f. **Revocation:** A permit may be revoked in the event of an emergency constituting an imminent threat to life or property or for any violation of the block event provisions. Whenever any block event is conducted in a manner substantially different from that indicated in the application, the block event permit will automatically be revoked.
- g. **Claims:** Applicant agrees to defend and hold the City harmless from claims, demands, actions or causes of actions of any nature or character arising out of conduct of the block event authorized by such permit, including attorney fees and all expenses.
- h. **Damages:** The applicant will indemnify the City for all damages that may result to City property as a result of the block event, including any portion of such street.
- i. **Supervision:** The applicant will, at no cost to the City, immediately clean up, remove and dispose of all litter or material of any kind that is placed or left on the street because of the block event. If the applicant neglects or fails to proceed with the clean up within three hours of the end of the block event, or if the clean up is inadequate, the Director of Public Works is authorized to clean up and charge the application for the cost.
- j. **Notification:** The applicant will document the names and addresses of at least 75% of the households and business owners or other authorized representatives on the block(s) that approve of the block event. Documentation is required as part of this application. Race permits also require notification 48 hours before the event with the name and telephone of contact person; name, date and time of event; and restrictions on traffic and parking. Leaflets must be distributed to residents and property owners abutting the route, Mayor, City Council Member, Minneapolis Police Dept. and Public Works. [MCO 447.130](#)
- k. **Street Closure:** Both ends of the street must be blocked. The applicant is responsible for the placement, maintenance and removal of the barricades. The applicant is required to pay all costs for traffic control measures and personnel.
- l. **Incomplete Applications:** Applications submitted without all of the required information, including the fee, security deposit, and/or proof of insurance, will be returned to the applicant.



**City of Minneapolis
Licenses and Consumer Services**

350 South 5th Street – Room 1
Minneapolis, MN 55415–1391
Phone: 612-673-2080
Fax: 612-673-3399 TTY: 612-673-2157

www.minneapolismn.gov/business-licensing

For Office Use Only

License ID# _____
CSR _____
Fee _____
Date _____

Business District Block Event Application

1. BACKGROUND INFORMATION

Applicant Name	Organization	
Street Address	Zip Code	Ward
E-mail Address	Telephone Number	Cell Phone Number

2. EVENT DESCRIPTION

Date of Event	Rain Date (Next Day Following Event Only) <input type="checkbox"/> Yes <input type="checkbox"/> No
Time of Event (This includes street closure/barricades) From Weekdays no earlier than 6 pm; Weekends no earlier than 10:30 am To No later than 10:30 pm	Number of Attendees Expected
Location: I request permission to close the following street (name of street)	
From (intersection)	To (intersection)
Will the Event have Security? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who and how many?	Will there be outdoor cooking? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who will be cooking and what will be cooked?

Is anything to be sold besides food? Yes No If yes, please indicate.

3. SIGNATURE

I agree to abide by the Block Event Ordinance Chapter 455 requirements. Yes No
I swear that all the information in this application is correct. Yes No

Signature of Applicant _____ Printed Name _____

VERIFICATION – FOR OFFICE USE ONLY

Public Works Director Approval _____ **Date** _____

Conditions _____

Police Chief Approval _____ **Date** _____

Conditions _____

Council Member Informational Copy Date Sent _____	Block Event #: _____ <input type="checkbox"/> Large Event <input type="checkbox"/> Small Event
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City of Minneapolis Requirements for Insurance Certificates

CERTIFICATE OF LIABILITY INSURANCE

Certificate cannot be pending, binder or TBA.

The Legal/Corporate Name must match exactly (word for word) to the Approved Licensee Name (including Inc, or LLC), Trade Name (DBA) and address of premises.

PRODUCER Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____
INSURED	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY † COMMERCIAL GENERAL LIABILITY † CLAIMS MADE † OCCUR † _____ † _____ GEN'L AGGREGATE LIMIT APPLIES PER: † POLICY † PROJECT † LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE PRODUCTS - COMPOP AGG \$
	AUTOMOBILE LIABILITY † ANY AUTO † ALL OWNED AUTOS † SCHEDULED AUTOS † HIRED AUTOS † NON-OWNED AUTOS † _____ † _____				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY † ANY AUTO † _____				AUTO ONLY - (Ea Accident) \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS LIABILITY † OCCUR † CLAIMS MADE † DEDUCTIBLE † RETENTION				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				X/WC STATUTORY LIMITS / OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

ADDITIONAL INSURED: INSURER LETTER

Original signature or stamp of Agent.

CERTIFICATE HOLDER City of Minneapolis Licenses and Consumer Services 1 City Hall 350 South 5th Street Minneapolis, MN 55415	AUTHORIZED REPRESENTATIVE _____
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Applications will be returned if requirements are not complete.

Neighborhood Approval Documentation

75% of the household and business owners on the street(s) abutting the block event must approve.

Event Name and Description _____		
Date _____	Time _____	
Sponsor's Name _____	Address _____	Telephone _____

	Name	Street Address	Approve	Deny	Notified Only
1.	_____	_____			
2.	_____	_____			
3.	_____	_____			
4.	_____	_____			
5.	_____	_____			
6.	_____	_____			
7.	_____	_____			
8.	_____	_____			
9.	_____	_____			
10.	_____	_____			
11.	_____	_____			
12.	_____	_____			
13.	_____	_____			
14.	_____	_____			
15.	_____	_____			
16.	_____	_____			
17.	_____	_____			
18.	_____	_____			
19.	_____	_____			
20.	_____	_____			

Copy and attach more sheets if necessary.



City of Minneapolis
Licenses and Consumer Services
 250 South 4th Street – Room 300
 Minneapolis, MN 55415
 Phone: 612-673-3000 Fax: 612-673-2635

For Office Use Only

Check # _____
 Amount \$ _____
 Date: _____
 Permit ID # _____

Event Food Sponsor Permit Application

NAME OF EVENT: <i>(PLEASE PRINT)</i>		ADDRESS OF EVENT:		
DATE(S) OF EVENT:		EVENT START TIME:		EVENT END TIME:
SPONSORING ORGANIZATION:	ADDRESS OF SPONSORING ORG:	CITY:	STATE:	ZIPCODE:
CONTACT PERSON FROM SPONSORING ORG:	EMAIL ADDRESS OF CONTACT PERSON:		TELEPHONE:	
Minneapolis Convention Center Events, ONLY: Name of Convention Center Coordinator				

BEVERAGE ONLY VENDORS (NON-POTENTIALLY HAZARDOUS BEVERAGES DISPENSED FROM CAN, BOTTLE OR KEG; NO ICE, NO GARNISH) - NO ADDITIONAL COST. EVENT FOOD SPONSOR MUST LIST THE BEVERAGE ONLY VENDORS

NO.	BEVERAGE VENDOR / BUSINESS NAME	CHECK IF VENDOR MEETS ABOVE CRITERIA	ADDRESS	TELEPHONE
1				
2				
3				

LIST ADDITIONAL BEVERAGE ONLY VENDORS ON SEPARATE SHEET OR PROVIDE SPREADSHEET FOR LARGE EVENTS

FOOD/ BEVERAGE WITH GARNISH AND/OR ICE OR POTENTIALLY HAZARDOUS BEVERAGE VENDORS - EVENT FOOD SPONSOR MUST LIST ALL PARTICIPATING FOOD/BEVERAGE VENDORS' NAMES, ADDRESSES & TELEPHONE NUMBERS.
An Individual Vendor Not Listed On This Application Found To Be Dispensing Food At This Event Without A Permit Will Result In Minimum Citations Of \$200 For Both Vendor And Event Food Sponsor.

NO.	VENDOR / BUSINESS NAME	SEASONAL PERMIT # (LEAVE BLANK FOR SHORT-TERM APPLICANTS)	ADDRESS	TELEPHONE
(FREE)				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

**EVENT SPONSORING PERMIT APPLICATION
VERIFICATION – READ AND INITIAL**

Applications without initials and/or signatures will not be processed and will be returned to the applicant.

____ As the Event Food Sponsor, I understand applications must be submitted at least 10 business days prior to
(initials) the event. If my Event Food Sponsor Permit Application is received less than two days prior to the event, some vendors may not be approved or the menu may be restricted. Once the Application is approved, NO changes may be made without submitting a revised Event Food Sponsor Permit Application Form, and approval by the Health Officer. Unauthorized changes may be subject to permit suspension.

____ I have read and understand the hand washing station requirements.
(initials)

____ I have received the Event Food Booth Self-Inspection Form and will remind vendors to complete a form
(initials) prior to operating on the first day of the event. . (pp. 5-6)

____ I have received and read the Minneapolis Guidelines for Dispensing Foods at Events & Markets. (p. 7)
(initials)

____ I understand the following conditions will warrant immediate vendor closure:

- (initials)
- Lack of a current permit number approved by Environmental Health;
 - More than two stands per permit;
 - Lack of a hand washing station, unless all items are packaged or in bottles, cans or kegs;
 - Foods prepared at/or brought from home;
 - Critical violations and/or imminent health hazards;
 - Lack of equipment or capacity to hold potential hazardous foods at required temperatures.

SIGNATURE OF APPLICANT: (Sponsor agrees to comply with the Mpls Food Code Requirements)

DATE:

VENDORS AND EVENT FOOD SPONSORS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS

All vendors must complete the [Event Food Booth Self-Inspection Form](http://www.minneapolismn.gov/licensing/) prior to opening on the first day of an event. Copies are available on our website: <http://www.minneapolismn.gov/licensing/> or <http://www.minneapolismn.gov/health/inspections/food-short>.

ENVIRONMENTAL HEALTH SIGNATURE APPROVAL:

DATE:

ENVIRONMENTAL HEALTH COMMENTS:



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Additional Permits and Licenses

Frequently Used Permits and Licenses

- Alcohol:** The applicant agrees to not permit the sale or consumption of intoxicating liquors without first obtaining the appropriate liquor license. Contact the Licenses Division at 612-673-2080. Applications: [Temporary Liquor](#), [Temporary Wine](#), [Temporary Beer](#).
- Amplified Music:** Noise permit required. Contact the Environmental Services Division, 612-673-3867.
- Animal Permits:** Contact Minneapolis Animal Care and Control, 612-370-3892.
- Electrical Permit** for temporary service and outlets. Contact the state of Minnesota 612-866-1979 or 1-800-342-5354 or email www.electricity.state.mn.us.
- Fire Works and Fire Related Permits:** Contact the Minneapolis Fire Department, 612-335-3772.
- Heating Permit** for temporary heat or air conditioning. Contact the Inspections Division, 612-673-3000 or 311.
- MN DOT:** 651-234-7911.
- MTC Transit Detours:** 612-349-7400.
- Parades:** Must submit a map of the route. Contact the Transportation Division 612-673-2222.
- Park Board Permits:** 612-230-6441.
- Plaza Permit:** Required for Peavey Plaza, Loring Greenway, or Chicago Mall.
- Plumbing and Gas:** Inspections for potable water, gas burners and discharges to sewers. Contact the Inspections Division at 612-673-3000 or 311.
- Recycling Containers:** May be rented for a fee from Minneapolis Solid Waste and Recycling. Must be requested ten days in advance.
- Security and Off Duty Police:** Security plan must be approved before your event. Contact the Police Special Event Coordinator at 612-673-3942.
- Short Term Food Permits** and **Event Sponsor Permits** are required for the sale of food and/or beverages at community based events. Contact the Food, Pools, and Lodging Division, 612-673-2301.
- Street Closures** for block events, parade routes, detours, etc. Contact Transportation and Parking Services Division at 612-673-5750.
- Temporary Expansion of License:** On-Sale Liquor, Wine or Beer establishments may use unlicensed portions of their premises (indoor or outdoor) and/or provide additional entertainment.
- Temporary Extended Hours License:** Establishments that do not sell or serve alcohol may operate later than authorized hours.
- Temporary Toilets:** Must use a state of Minnesota licensed Service Company and provide an adequate number of units per industry guidelines. Contact vendors in the yellow pages.
- Tents:** A detailed plan must be approved by Building and Fire Inspectors. 612-673-5880.
- Traffic Control:** 612-673-5330. The Traffic Control hourly rate is \$81.75. If a service request is received less than 30 days before the event, the hourly rate is \$125 which is also charged for same day requests/changes.

Miscellaneous Licenses

- [Amusement Mechanical Device](#)
- [Amusement, Place of](#)
- [Amusement Rides](#)
- [Circus](#)
- [Children’s Rides](#)
- [Shooting Gallery](#)