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Dining and/or Drinking Establishment Guide

This handout provides general information regarding the steps required to move your dining and/or drinking establishment project efficiently through the requirements of the City of Minneapolis.

These projects require a Development Coordinator (DC) to assist you with your project. Your assigned DC can provide guidance in understanding the dining and/or drinking establishment process from project initiation to completion. Questions on the status of your project should be directed to your DC.

This handout contains multiple sections with information that explain the processes leading to an approved business license for dining and/or drinking establishments and describes specific items that must be submitted for review and approval of your dining and /or drinking establishment project. This handout is broken into three (3) sections:

Dining and/or Drinking Establishment Process – The second and third pages of this handout is a process guide that describes four major steps that will occur during the City’s review of your dining and/or drinking establishment project. It is important to fully understand each step in the process and the role that is played by each City Department that will review your application and associated documents.

Opening and Remodeling Guide – The fourth and fifth pages of this handout describe the most common dining and/or drinking establishment projects in the City of Minneapolis. It is provided so you may familiarize yourself with the City of Minneapolis processes and regulations that must be satisfied prior to the opening and operation a dining and/or drinking establishment that has undergone ownership, structural or operational changes.

References – The last pages of this handout includes a list of online links and references. These references are links to City of Minneapolis Web Sites that can provide additional information about opening or expanding a dining and/or drinking establishment in Minneapolis. For specific information regarding City of Minneapolis documents contact your DC for guidance.

Dining and/or Drinking Establishment Process

From your first contact with Minneapolis Development Review to receiving your approved business license, several departmental reviews may be conducted by City of Minneapolis staff. This short guide provides a brief description of the general steps that will occur during a dining and/or drinking establishment project.

One: Initial Consultation with a Development Coordinator (DC)

The first step to receiving an approved dining and/or drinking establishment in Minneapolis is consultation at the Minneapolis Development Review Service Center (250 South 4th Street, Room 300). At this time a DC will be assigned to your project. Your DC can provide guidance in understanding the dining and/or drinking establishment processes from project initiation to completion. Questions on the status of your project should be directed to your DC. Your assigned DC will check all paperwork for completeness.

The creation and/or modification to a building, menu, or food preparation process may require plan review approval by several City of Minneapolis departments. Given the complexity of reviews for dining and/or drinking establishments, these plans cannot be approved the same day and will need to be submitted and checked in at the Minneapolis Development Review Service Center.

If you are not going to serve liquor (liquor, beer or wine):

Business establishments that will not have any liquor involved with the operation of their business can obtain an application for their dining establishment at the Minneapolis Development Review service center. The first part of the application must be completed and submitted to the Minneapolis Development Review office to begin the review process.

If you propose to serve liquor (liquor, beer or wine):

If you propose to serve liquor at your business establishment, you are required to make an appointment with the Business License Inspector. The appointment is commonly referred to as the '*first interview*'. During the *first interview* the Business License Inspector will explain the liquor licensing process and provide the applicant with an application packet and check list. When the applicant has fully completed the application packet, the applicant is required to make an appointment for a '*second interview*' with the Business License Inspector. During the *second interview* the Business License Inspector will review the application to verify that the application is complete. If the Business License Inspector determines the application is not complete, the application will not be accepted.

Two: Reviews

Upon document submittals, Minneapolis Development Review staff will forward your documents to the appropriate City departments for review. These departments may include but are not limited to: CPED - Planning which reviews for land use, parking, and historic preservation, Plan Review which reviews for Construction Code compliance, Environmental Health, and Business Licensing.

Three: Inspections

After permits are issued and construction begins, **it is the applicant's responsibility to contact appropriate inspections staff for all required inspections during building activities.** These inspections can include but are not limited to: Environmental Health; Construction Code Services, Licensing, Fire, and Zoning. Inspector's name and telephone numbers are listed on your permits.

Four: Approval

When all inspections are approved, a building permit, construction trade permits, or a business license **may** be issued.

When all inspections have been approved and the Certificate of Occupancy (if applicable) has been issued, contact Business Licensing to be referred for final approval by the City Council. The City Council grants all approvals for business licenses. **Your establishment cannot open, operate or serve the public prior to receiving your business license.**

Opening and Remodeling Guide

This section describes the most common dining and/or drinking establishment modifications and the steps and processes that will likely occur prior to receiving any city approvals to operate. **The situations described below are general in nature and may not reflect your specific situation.** Providing complete and thorough documentation is the best way to move your application most efficiently through the process. Supplying incomplete or inaccurate information will result in delays.

If you are:

A. A new owner taking over an existing dining and/or drinking establishment. (No changes to the menu, no changes to seating, and you will not be replacing or installing new equipment):

- Obtain a Business License application from Business Licensing staff. Business Licensing (612-673-2080).
- Verify the business type is permitted within the zoning district. You may be required to submit a land use application which can take 6 -8 weeks for review and completion. Zoning (311 or 612-673-3000).
- Obtain Environmental Health approvals and pass all associated inspections.
Note: If equipment changes are required per the Environmental Health Review then see the section 'B' below.
- Apply for a business license and pay for applicable fees.
- Receive the approved business license. **Your establishment cannot open, operate or serve the public prior to receiving your business license.**

B. Adding or changing equipment in an existing dining and/or drinking establishment.

(No change of ownership, and no change of seating):

- Submit a completed Food Establishment Plan Review Application and two sets of food safety plans (see Food Establishment Plan Review Guide for details).
- A change of equipment may re-classify your business license. Contact Business Licensing if you're making **any** changes to your business plan. Business Licensing (311 or 612-673-3000).
- Verify the business type is permitted within the zoning district. You may be required to submit a land use application which can take 6 -8 weeks for review and completion. Zoning (311 or 612-673-3000).
- Submit two copies of construction plans and fulfill construction plan requirements. Apply for all applicable construction permits. Minneapolis Development Review (311 or 612-673-3000) or web site.
Note: Construction plans may be submitted at the same time as the Food Plan. Plumbing and Mechanical plans must be submitted **after** the Food Plan is submitted, reviewed and approved.
- Request Service Availability Charge (SAC) determination letter for charges and credits, if applicable. Metropolitan Council Environmental Services (MCES) at 651-602-1119 or on the web at www.metrocouncil.org for direction and details.
- Pay all applicable fees or outstanding fees as unpaid fees may hold up your business license.
- Once permits have been obtained, pass all applicable health inspections and construction inspections.
- Receive the approved business license, if applicable. **Your establishment cannot open, operate or serve the public prior to receiving your business license.**

C. Opening a new or remodeling an existing dining and/or drinking establishment

(This may include changing the menu, change to seating, and changing or replacing equipment):

Note: New buildings or additions to existing buildings will require Preliminary Development Review (PDR) and possible land use and/or preservation application(s).

- Obtain a Business License application from Business Licensing staff. Business Licensing (612-673-2080).
- Verify the business type is permitted within the zoning district. You may be required to submit a land use application which can take 6 -8 weeks for review and completion. Zoning (311 or 612-673-3000).
- Submit a completed Food Establishment Plan Review Application and two sets of food safety plans (See Food Establishment Plan Review Guide for details).
- Apply for a business license and pay for applicable fees.
- Submit two copies of construction plans and fulfill construction plan requirements. Apply for all applicable construction permits. Minneapolis Development Review (311 or 612-673-3000) or web site.
Note: Construction plans may be submitted at the same time as the Food Plan. Plumbing and Mechanical plans must be submitted **after** the Food Plan is submitted, reviewed and approved.
- Request Service Availability Charge (SAC) determination letter for charges and credits. Metropolitan Council Environmental Services (MCES) at 651-602-1119.
- Once permits have been obtained, pass all applicable health inspections and construction inspections.
- Obtain the Certificate of Occupancy; if applicable (see procedure for Obtaining a Certificate of Occupancy for details). **A Certificate of Occupancy allows you to occupy the establishment. It does not allow you to open the establishment for business.**
- Receive the approved business license. **Your establishment cannot open, operate or serve the public prior to receiving your business license.**

References and Links

City of Minneapolis

<http://www.ci.minneapolis.mn.us/>

Planning

<http://www.ci.minneapolis.mn.us/planning/>

- **Local Historic Designation Status.**
<http://www.ci.minneapolis.mn.us/hpc/landmarks/>
- **Zoning Code Information.**
<http://www.ci.minneapolis.mn.us/zoning/>
- **The Site Plan Website**
<http://www.ci.minneapolis.mn.us/mdr/permits/SitePlan.asp>

Minneapolis Development Review

<http://www.ci.minneapolis.mn.us/mdr>

- **Inspections**
[http://www.ci.minneapolis.mn.us/Minneapolis Development Review/permits/InspectionProcess.asp](http://www.ci.minneapolis.mn.us/Minneapolis%20Development%20Review/permits/InspectionProcess.asp)
- **Service Availability Charge (SAC) Information**
http://www.ci.minneapolis.mn.us/mdr/docs/sac_availability_charge.pdf
- **2009 Directors Fee Schedule**
<http://www.ci.minneapolis.mn.us/mdr/docs/director-fee-schedule08.pdf>

Business Licensing

<http://www.ci.minneapolis.mn.us/business-licensing>

- <http://www.ci.minneapolis.mn.us/business%20licensing/what-we-license.asp>

Environmental Health

<http://www.ci.minneapolis.mn.us/environmental-health>

- **Food Establishment Plan Review Application Form**
<http://www.ci.minneapolis.mn.us/environmental-health/docs/PlanReviewApplication.pdf>
- **Food Establishment Plan Review Guide**
<http://www.ci.minneapolis.mn.us/environmental-health/docs/PlanReviewGuidelines.pdf>
- **Food Managers Certification**
<http://www.health.state.mn.us/divs/eh/food/fmc/index.html>

Construction Plan Review / Minneapolis Construction Code Services

For help with Construction Plan Review, contact Minneapolis Development Review Service Center (Dial 311 or 612-673-3000).

<http://www.ci.minneapolis.mn.us/mdr/permits>

<http://www.ci.minneapolis.mn.us/ccs>

- **Certificate of Occupancy**
<http://www.ci.minneapolis.mn.us/mdr/permits/CertificateofOccupancy.asp>
- **Building Permits**
[http://www.ci.minneapolis.mn.us/Minneapolis Development Review/permits/index.asp](http://www.ci.minneapolis.mn.us/Minneapolis%20Development%20Review/permits/index.asp)
- **Mechanical Plan Submittal Requirements**
<http://www.ci.minneapolis.mn.us/inspections/docs/Mechanical%20Review%20Checklist%20for%20Commercial%20Food%20Establishments.pdf>
- **Plumbing Plan Submittal Requirements**
http://www.ci.minneapolis.mn.us/mdr/docs/plumbing_plan.pdf

Minneapolis Fire Department

<http://www.ci.minneapolis.mn.us/fire>

Metropolitan Council Environmental Services (MCES)

www.metrocouncil.org