

License Application: Amending Your Business Plan

New license applicants must submit a business plan outlining how the business will operate. After a license is approved by the City Council, an amended business plan is required whenever the license holder makes changes to its operations.

An amended business plan must be submitted and approved by the Minneapolis City Council **before** you can make any changes.

Talk with your Inspector about the changes as you may need other applications depending on what is changing.

Violation of a business plan may result in a suspension, revocation, non-renewal and/or a fine.

If you have questions, send an email to businesslicenses@minneapolismn.gov or call 612-673-2080.

1. Application requirements

1. Complete the application and include all the requirements listed below. Incomplete applications may be returned.
2. **Amended Business Plan application**
3. ☐ **Updated Business Plan** with the changes to your originally approved business plan.
4. ☐ **Floor plan:** Attach a detailed diagram of current floor plan, include the square footage of inside and outdoor areas, all tables, seating and kitchen area.
5. **Notification letter:** You must notify your City Council Member, Neighborhood Organization, and Business Association(s) about the changes to your business plan. Attach a copy of the letter or email you sent describing the changes. Include the business name, address, license type, your name, email, phone number and a copy of the updated business plan.
☐ Attach a copy of the letter or email.

Amended Business Plan application

2. Business information

Changes you are making to your Business Plan:

- ☐ Hours of operation
- ☐ Type of entertainment you provide, *not* a change in the entertainment level.
- ☐ Food service hours
- ☐ Security and safety plan
- ☐ Using promoters
- ☐ Outdoor use- patio or sidewalk café
- ☐ Other _____

Explain in detail the changes to the Business Plan.

Name of person making the request (must be owner, shareholder or partner)

Title

Phone number

Email

Business legal corporation name

Business name (DBA)

Business address

Suite

City

Zip code

Business Email

Tax ID

License number

License type

3. Verification

A signature is required.

☐ I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

☐ I certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on application, checklist, and attached documents is true and correct. All information given is subject to verification by the City of Minneapolis. I understand that false information may result in the denial, suspension, or revocation of my business license.

By typing your name, you are electronically signing this application.

Signature _____ Title _____ Date _____

For reasonable accommodations or alternative formats please contact Business Licensing at 612-673-2080 or via email at businesslicenses@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para ayuda, llame al 311. Rau kev pab hu 311. Hadii aad caawimaad u baahantahay wac 311.