

Amusement Machine License

Regulated Activity:	Owning, operating, maintaining or keeping for operation within the City of Willmar any coin operated mechanical amusement devices.
Requirements:	If a corporation is making the application we must have the Articles of Incorporation submitted along with the application or have them on file from a previous application. Chief of Police's Approval. City Clerk's Approval.
Fees:	\$15.00 per machine The fees are prorated.
Period of Issuance:	One Year – Expiration date is October 31 st .
Other Information:	An owner may replace a damaged or worn out amusement device, licensed to him, provided a machine of identical characteristics with the purpose of being substituted at any such location for the machine to be removed. Shall a machine be sold by any owner upon application to the City Clerk, and payment of a fee of \$1.00, the license originally issued to said owner shall be transferred to his immediate buyer, and the buyer shall be given credit for the unused portion of any license fee previously paid by said original owner.

Café Restaurant License

Regulated Activity:	Conducting or operating a restaurant, café, dining room or eating establishment.
Requirements:	Application City Clerk's Approval Police Chief's Approval
Fee:	\$25.00 per year Fee is pro-rated
Period of Issuance:	One Year – The license shall expire on December 31 st .
Other Information:	License shall not be transferable from one person to another person or from one location to another. No intoxicating or non-intoxicating liquor shall be consumed or sold without first obtaining the necessary license to do so.

Carnival Permit

Regulated Activity:	Carnivals or street fairs held within the City of Willmar
Requirements:	Application Certificate of Insurance (the City of Willmar must be listed as an additional insured) City Attorney's Approval Chief of Police's Approval City Clerk's Approval Fire Chief's Approval City Engineer's Approval
Fee:	\$25.00 per day
Period of Issuance:	Days and times will be listed specifically on the application
Other Information:	Does not apply to the grounds owned by the county fair association.

Circus Permit

Regulated Activity:	Circuses or menageries held within the city limits of the City of Willmar
Requirements:	Application Certificate of Insurance (the City of Willmar must be listed as an additional insured). City Attorney's Approval Chief of Police's Approval City Clerk's Approval Fire Chief's Approval

City Engineer's Approval
Fee: \$25.00 per day
Period of Issuance: Days and times will be listed specifically on the application
Other Information: Does not apply to the grounds owned by the Kandiyohi county fair association or to Circuses held inside the Civic Center arena.

Dance Permit

Regulated Activity: Any dance which shall take place on City streets which require blockage of any street or alley.
Requirements: Application
Certificate of Application (the City of Willmar must be listed as an additional insured)
Chief of Police's Approval
City Clerk's Approval
Fire Chief's Approval
City Engineer's Approval
Fee: \$25.00 per dance
Period of Issuance: The date and times of the dance shall be listed on the application.
Other Information: This does not apply to dances held at the National Guard Armory, Schools, or other privately owned locations.
An application is required for each dance which would be held on separate dates.

Dog/Cat License

Regulated Activity: Keeping or maintaining any dog or cat within the limits of the City of Willmar.
Requirements: Notice from veterinarian giving date of Rabies vaccination.
Fees: \$2.00 neutered male & spayed female
\$5.00 unneutered male & spayed female
After January 15th-- \$3.00 neutered male & spayed female
\$7.50 unneutered male & spayed female
Period of Issuance: One year – Due before January 15
Other Information: After January 15, penalty is added
License shall not be required for any dog less than 4 months of age.
No penalty if dog was too young or not purchased before licensing date of January 15.
No charge of unneutered & spayed fees if the dog is too young to have it done. (under 1 year of age)

Dumpster Permit

Regulated Activity: Any dumpster, collection bin or collection box in the public right of way.
Requirements: Application
Certificate of Insurance
Chief of Police's Approval
City Clerk's Approval
Fire Chief's Approval
City Engineer's Approval
Fee: \$25.00 per permit
Period of Issuance: Not longer than 30 days.
Other Information: Any equipment placed in the right of way pursuant to the permit shall be secured to the nearest City light post or tree by chain and padlock and shall be safeguarded 24 hours per day with appropriate signing and flashing lights.
Any equipment placed in the right of way without a permit or in violation of permit issued shall be seized and placed in storage at the City storage facility.
There will be a \$5.00/day penalty for storage. If the equipment is not reclaimed

within 30 days it shall be disposed of as abandoned property.

Exhibition Permit

Regulated Activity: No person shall publicly exhibit or cause to be exhibited any panorama or other work of art, or natural or artificial curiosities or give, assist in giving or cause to be given any theatrical performance, moving picture show, concert, lecture, wrestling match, or any other kind of show or entertainment, within the City of Willmar for the purpose of gain or to which a fee for admission is charged, without first obtaining a permit.

Requirements: Application
Chief of Police's Approval
City Clerk's Approval
Fire Chief's Approval
City Engineer's Approval

Fee: \$10.00 per day

Period of Issuance: The number of days allowed will be listed on the permit application.

Other Information: Does not apply within the limits of the grounds of the county fair association. If the following application is made for the use of the Civic Center, the following insurance requirements must be met:

Low Risk: (flea market, small shows) \$300,000 + Bodily Injury and property damage liability

Mid Risk: (Regular concerts) \$500,000 + Bodily Injury and property damage liability

High Risk: (Rock concerts) \$1,000,000 + Bodily Injury and property damage liability

Fireworks Display Permit

Regulated Activity: Possess, explode, burn or fire off any rocket, fire cracker, Roman candle or fireworks of any kind or pyrotechnic display within the corporate limits of the City of Willmar.

Requirements: Application
Certificate of Insurance (the City of Willmar must be listed as an additional insured)
Permit to Buy Fireworks for Display or Entertainment Purposes)
Waivers signed by Firefighters (only if Willmar's Fire Dept is doing the firing)
City Attorney's Approval
Fire Chief's Approval
City Clerk's Approval
Police Chief's Approval

Fee: \$25.00

Period of Issuance: For date and hours stated on application

Other Information: Does not apply within the limits of the grounds of the county fair association.

Club On Sale Liquor License

Regulated Activity: On Sale Distribution of Intoxicating Liquor by duly Incorporated Clubs.

Requirements: Original Applications –
Application
Liability Insurance –

A) A certificate that there is in effect an insurance policy or pool providing the following minimum coverage:

1) \$50,000 because of bodily injury to any one person in any one occurrence, and, subject to the limit for one person, in the amount of \$100,000 because of bodily injury to two or more persons in any one occurrence, and in the amount of \$10,000 because of injury to or

destruction of property of others in any one occurrence.

2) \$50,000 for loss of means of support of any one person in any one occurrence, and subject to the limit for one person, \$100,000 for loss of means of support of two or more persons in any one occurrence; or

B) A bond of a surety company with minimum coverage as provided in clause (a), or

C) A certificate of the state treasurer that the license has deposited with him \$100,000 in cash or securities which may legally be purchased by savings banks or for trust funds having a market value of \$100,000.

Chief of Police's Approval

City Attorney's Approval

City Clerk's Approval

City Council's Approval

Renewal Application –

Application

Liability Insurance (as described above)

Chief of Police's Approval

City Attorney's Approval

City Clerk's Approval

City Council's Approval

Fee: \$300.00 Annually

Fee is pro-rated

Period of Issuance: One year – Expire on April 25th.

The Following Items Must Be Submitted To The State of Minnesota:

Copy of minutes of Council meeting held approving the license.

Certificate of Club On Sale License.

Copy of Application for Club On Sale Retail Liquor License.

Copy of Certification of Insurance.

Off-Sale Liquor License

Regulated Activity: Selling or keeping for sale any intoxicating liquors to be consumed off premises.

Requirements: Original Application –

Application

Liability Insurance –

A) certificate that there is in effect an insurance policy or pool providing the following minimum coverage:

1) \$50,000 because of bodily injury to any one person in any one occurrence, and, subject to the limit for one person, in the amount of \$100,000 because of bodily injury to two or more persons in any one occurrence, and in the amount of \$10,000 because of injury to or destruction of property of others in any one occurrence.

2) \$50,000 for loss of means of support of any one person in any one occurrence, and subject to the limit for one person, \$100,000 for loss of means of support of two or more persons in any one occurrence; or

B) A bond of a surety company with minimum coverage as provided in clause (a), or

C) A certificate of the state treasurer that the licensee has deposited with him \$100,000 in cash or securities which may legally be purchased by savings banks or for trust funds having a market value of \$100,000.

Form titled "Application for Intoxicating Liquor License"

Form titled "Business Reference" The applicant must have four references.

Form titled "Part I – General Information" If the application is by a single natural person, by such person; if by a corporation, by an officer; if by a partnership, by one of the partners.

Certification Form listing all employees, their addresses, phone numbers and date of birth.

If a partnership is making application, they must submit a Partnership Agreement with the application

If a corporation is making application, they must submit the Articles of Incorporation with the application

An Informational sheet must be filled out by the resident manager (even if it is the same as the owner)

If the applicant is leasing the building where the business is to be located a Lease Agreement must be submitted.

Chief of Police's Approval

City Attorney's Approval

Fire Marshall's Approval

Building Inspector's Approval

City Clerk's Approval

City Council's Approval

Renewal Application –

Application

Liability Insurance (as previously described)

Chief of Police's Approval

City Attorney's Approval

City Clerk's Approval

City Council's Approval

Fee: \$950.00 per year (may be paid in full at the time of the application or in 2 increments of \$475.00 - the 1st due at the time of application and the 2nd payment due on October 31)

The fee is pro-rated

At the time of the original application an investigation fee must be paid - \$75.00 for a single person, \$150.00 for a partnership, \$300.00 for a corporation.

Period of Issuance: One year – Expiration date is April 25th.

The Following Items Must Be Submitted to the State of Minnesota:

Copy of the council meeting minutes approving the license.

Certificate of Off-Sale Liquor License.

Copy of Application for Off Sale Intoxicating Liquor License.

Copy of Certificate of Insurance.

Application for Retailer's Identification Card and a check from the applicant for the amount of \$20.00 made out to the Liquor Control Commissioner. (only when the original application is made) (This application can be sent by the party directly to the Liquor Control Commission)

The Following Items Must Be Submitted to the State of Minnesota in the Case of a Transfer of Ownership:

Copy of Council Minutes approving the transfer.

Certificate of Off Sale Liquor License.

Copy of Application for Off Sale Intoxicating Liquor License.

Application for Retailer's Identification Card and a check from the applicant for the amount of \$20.00 made out to the Liquor Control Commissioner.

Former owner's Off Sale Liquor License for cancellation.

Former owner's Retailer's ID Card for cancellation.

Other Information:

Upon transfer of an Off Sale Liquor License to another person or to another place, no part of the license fee paid by the transferor shall be refunded. No new license fee shall be charged to the transferee, but said transferee shall pay to the City of Willmar the amount of \$300.00 to defray cost of investigation by the Police Department of the transferee's application.

Any person holding a private Off Sale Liquor License for a period of three consecutive years shall receive a refund of the license fee paid upon forfeiture of the license to the City Clerk and the termination of the sale of off sale liquor. The refund shall be prorated on a monthly basis. No refund shall be made to any person who is shown by the records of the Kandiyohi County Treasurer or Kandiyohi County Auditor to be delinquent in payment of real estate taxes or to a person who is delinquent in payments to the Municipal Utilities Commission of the City of Willmar or delinquent on any other obligation owed to the City of Willmar or its subdivisions.

On Sale Liquor License

Regulated Activity:

Selling or keeping for sale any intoxicating liquors to be consumed on the premises.

Requirements:

Original Application –

Application

Liability Insurance –

A) A certificate that there is in effect an insurance policy or pool providing the following minimum coverages:

1) \$50,000 because of bodily injury to any one person in any one occurrence, and, subject to the limit for one person, in the amount of \$100,000 because of bodily injury to two or more person in any one occurrence, and in the amount of \$10,000 because of injury to or destruction of property of others in any one occurrence.

2) \$50,000 for loss of means of support of any one person in any one occurrence, and subject to the limit for one person, \$100,000 for loss of means of support of two or more persons in any one occurrence; or

B) A bond of a surety company with minimum coverages as provided in clause (A), or

C) A certificate of the state treasurer that the licensee has deposited with him \$100,000 in cash or securities which may legally be purchased by savings banks or for trust funds having a market value of \$100,000.

Form titled "Part I – General Information" – If the application is by a single natural person, by such person; if by a corporation, by an officer; if by a partnership, by one of the partners; if by an incorporated association, by the manager or managing officer.

Form titled "Part II – Personal Information" – If the application is by a single natural person, by such person; if by a corporation, by each officer or director by each manager, proprietor or other agent in charge of the premises, by each person who by combined ownership or control has an interest in a corporation or association in excess of 5%; if by a partnership, by each partner.

Form titled "Application for Intoxicating Liquor License."

Form titled "Business Reference" – The applicant must have four business references.

If a partnership is making application we must have a Partnership Agreement submitted with application.

If a corporation is making application we must have the Articles of Incorporation submitted along with the application.

The resident manager must fill out an Informational Sheet even if it is the same as the owner.

A Certification Form stating that all employees are licensed to pour, sell or serve intoxicating liquors.

If the applicant is leasing the building where the business is to be located a Lease Agreement must be submitted.

City Attorney's Approval

Chief of Police's Approval

Fire Marshall's Approval (only in the case of a new bldg. or remodeling)

Building Inspector's Approval

City Council's Approval

Renewal Application –

Application

Liability Insurance (as described above)

Form stating that all employees serving liquor are licensed to do so

City Attorney's Approval

Chief of Police's Approval

City Council's Approval

Fee: \$4,000.00 per year -
\$2,000 due at the time of application
\$2,000 due on October 31st
The fee is prorated

At the time of the original application an investigation fee must be paid - \$75.00 for a single person, \$150.00 for a partnership, \$300.00 for a corporation.

Period of Issuance: One year – Expiration date is April 25th.

The Following Items Must be Submitted to the State of Minnesota:

Certification of On Sale Liquor License (Form PS-9011)

City Clerk's Certificate of Retail Liquor License

Copy of Certificate of Insurance

Application for Retailer's Identification Card and a check from the applicant for the amount of \$20.00 made out to the Liquor Control Commissioner (only when the original application is made).

Other Information: Any person holding a private on-sale liquor license for a period of more than two (2) consecutive years shall receive a refund of the license fee paid upon forfeiture of the license to the City Clerk and the termination of the sale of on-sale liquor. A license holder who sells the licensed business shall be entitled to a prorated refund of the unused portion. The refund shall be prorated on a monthly basis and each part of a month shall constitute a full month's usage of the license. No refund shall be made to any person who is shown by the records of the Kandiyohi County Treasurer or Kandiyohi County Auditor to be delinquent in payments to the Municipal Utilities Commission of the City of Willmar or delinquent on any other obligations owed to the City of Willmar or its subdivisions.

On Sale Intoxicating Liquor Sales & Serving License

Regulated Activity: Selling, serving or delivering intoxicating liquor in premises licensed by the City.

Requirements: Application

Chief of Police's Approval

City Clerk's Approval

Fee: \$5.00 per year
Fee is not prorated

Period of Issuance: One year – Expiration date is June 30th.
On Sale 3.2% Malt Liquor License

Regulated Activity: Selling Liquors under 3.2% alcohol level

Requirements: Original Application –
Application
Personal Information Sheet must be completed by the manager
Chief of Police's Approval
Finance Committee's Approval
City Council's Approval
Renewal Application –
Application
Personal Information Sheet must be completed by the manager.
Proof of financial responsibility must be given – if sales were not more than \$10,000 the previous year – the owner must submit an affidavit stating that fact, if sales were more than \$10,000 the previous year. Proof of financial responsibility may be given by filing:
a) A certificate that there is in effect an insurance policy or pool providing the following minimum coverages:
1) \$50,000 because of bodily injury to any one person in any one occurrence, and, subject to the limit for one person, in the amount of \$100,000 because of bodily injury to two or more persons in any one occurrence, and in the amount of \$10,000 because of injury to or destruction of property of others in any one occurrence, or
2) \$50,000 for loss of means of support of any one person in any one occurrence, and subject to the limit for one person, \$100,000 for loss of means of support of two or more persons in any one occurrence
b) A bond of a surety company with minimum coverages as provided in clause (a), or
c) A certificate of the state treasurer that the licensee has deposited with him \$100,000 in cash or securities which may legally be purchased by savings banks or for trust funds having a market value of \$100,000
Chief of Police's Approval
City Attorney's Approval
Finance Committee's Approval
City Council's Approval

Fees: \$150.00 per year (On Sale)

Period of Issuance: One year – Expiration date is April 25th.
On Sale Wine License

Requirements: Restaurant with a seating capacity of 25 guests or more

Fee: \$200.00 per year – the fee is prorated.
Pawnbrokers License

Regulated Activity: No person shall engage in or carry on the business of pawnbroker without first obtaining the license to carry on such business.

Requirements: Application (Application shall be made at least twenty (20) days before issuance thereof.)
Surety Bond in the amount of \$5,000.00
City Attorney's Approval

City Clerk's Approval
Police Chief's Approval
City Administrator's Approval
City Council's Approval
Fee: \$150.00 per year
Not pro-rated
The license fee shall be for one year or any part thereof, and the license year shall terminate on December 31st next succeeding the date of issuance of such license.

Period of Issuance: Expiration date is December 31st.
Other Information: Hours: 9:00 p.m. Saturday through 7:00 a.m. Monday, no property shall be received as a pledge or purchased by any pawnbroker; nor shall any property be sold during said hours by any pawnbroker, not any other day before 7:00 a.m., not on any day after 9:00 p.m. Further, no pawnbroker shall be open business of any kind on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

Soft Drink License

Regulated Activity: Selling Soft Drinks
Requirements: Application
City Clerk's Approval
Police Chief's Approval
Fee: \$12.00 per year
The fee is pro-rated
Period of Issuance: One year – Expiration date is December 31st.

Taxicab License

Regulated Activity: Operating any taxicab or motor vehicle for hire.
Requirements: Application
Certification of Insurance –
No license to operate a taxicab shall be issued until the applicant has filed with the City Clerk a policy or certificate of policy evidencing coverage under an insurance policy issued by an insurance company authorized to do business in the State of Minnesota, approved by the City Council, insuring such person against claims, demands, or losses in the sum of at least \$50,000 for injury to or death of any person in any one accident resulting from the negligence of operation, use or defective condition of any such licensed motor vehicle, and in the sum of at least \$150,000 for injury to or death of any number of person in any one accident resulting from the negligent operation, use or defective condition of such licensed motor vehicle, and insuring against demands, losses or actions for property damage in the sum of at least \$25,000 for injury or damage to property in any one accident resulting from the negligent operation, use or defective condition of any such licensed taxicab.
Chief of Police's Approval – Vehicle Check
City Attorney's Approval
Fee: \$25.00 per cab
Period Of Issuance: One year – Expiration date is December 31st.
Other Information: A Taxicab Driver's License is required for each driver.

Livestock Permit

Regulated Activity: Posses any livestock, swine, or fowl within Willmar City limits.
Requirements: Application
Police Chief's Approval
City Clerk's Approval
City Administrator's Approval

City Council's Approval
Fee: \$5.00 per animal
Period of Issuance: One Year from City Council Approval Date
Other Information: Municipal Code 4-1

Parade Permit

Regulated Activity: Presenting or conducting a parade
Requirements: Application and Map drawing
Certificate of Insurance (City of Willmar must be listed as an additional insured)
Chief of Police's Approval
City Attorney's Approval
City Clerk's Approval

Fee: \$15.00 per parade
Period of Issuance: A permit is required for each parade.
The date and times will be listed on the application.

Theatre License

Regulated Activity: Operating or conducting any theatre.
Requirements: Application
City Clerk's Approval
Police Chief's Approval
City Administrator's Approval

Fees: \$75.00 – seating capacity of not more than 500
\$150.00 – seating capacity of more than 500 but less than 999
\$300.00 – seating capacity of more than 1,000

Period of Issuance: One year – Expiration date is December 31st

Other Information: Any theatre or movie house will probably need a Soft-Drink License.