

**CITY OF WALKER**  
**City Administrator - Hope Fairchild**  
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 Walker, MN 56484  
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**NEW APPLICANT**  
**INTOXICATING/WINE/ON OR OFF SALE/BREWER/TAPROOM**  
**CITY OF WALKER LIQUOR LICENSE APPLICATION**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Applicant Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

PID #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**EACH OWNER, PARTNER, CORPORATE OFFICER, MANGER, PROPRIETOR OR OTHER AGENT IN CHARGE OF PREMISES TO BE LICENSED MUST COMPLETE THE FOLLOWING:**

Partner/Officer Name AND Title First, middle, last	Date of Birth	Address

**\*Attach additional pages if needed**

**Sec. 4-64. - License restrictions.**

- (a) *Persons ineligible.* No license shall be granted to any person made ineligible for such license by state law.
- (b) *Places ineligible.* No license shall be issued for any place or business:
  - (1) Ineligible for a license under state law;
  - (2) On which taxes, assessments, or other financial claims of the city are delinquent and unpaid; or
  - (3) Located within 500 feet of any school.
- (c) *Number of licenses.* Pursuant to Minn. Stats. § 340A.413, subd. 3, not more than eight on-sale intoxicating liquor licenses may be issued.

(Code 1986, §§ 7-301—7-305; Code 2000, § 111.01(E); Res. No. 10-2003, 6-19-2003; Ord. No. 7-303, 6-7-1999)

**State Law reference**— Places and persons eligible for license, Minn. Stats. §§ 340A.402, 340A.412, 349A.413.

**When is a license required?**

No person may directly or indirectly, on any pretense, sell, barter, charge for possession or otherwise dispose of alcoholic beverages as part of a commercial transaction without having obtained the proper license or permit.

**Sec. 4-4. - Minimum food service requirement.**

All on-sale liquor wine and beer licenses issued for new premises shall meet a minimum food service requirement as follows:

The establishment shall:

- 1) Be under the control of a single proprietor or manager.
- 2) Have suitable kitchen facilities including a stove or rethermalizing equipment, refrigerator, work table, dishwashing and utensil-washing sink. The equipment and premises shall meet the provisions of all food and health codes.
- 3) Provide food service consisting of no less than four entrees or sandwiches or other principal food items as approved by the administrator, and a choice of non-alcoholic beverages. Prepackaged foods shall not be included in the enumerated required food items.
- 4) Provide food service during a substantial portion of the operating hours of the establishment.

The section does not apply to currently licensed on-sale liquor and beer establishments with a validly issued license, or renewals thereof, operating and in existence on the date of passage of this ordinance, nor to establishments operating as a banquet facility, brewer taproom or cocktail room nor to temporary licenses.

**CITY OF WALKER FEES**

**\*Each application approved by the City Council shall be accompanied by an annual fee in the amount established by ordinance; Fees subject to change**

On-sale intoxicating \$1,750.00	On-sale wine \$250.00	On-sale Sunday \$200.00
On-sale 3.2 Beer \$50.00	Off-sale 3.2 Beer\$25.00	Small brewer off-sale\$240.00
On-sale brewers tap room license \$300.00	On-sale Sunday tap room license \$100.00	*Club §340A.408
Temporary liquor license \$50(within 30 days) or \$100	Background or Renewal check\$25.00	

**ALL APPLICANTS MUST SUBMIT THE FOLLOWING:**

- Walker Police Department Background Check
- State of Minnesota License Applicant Information
- Certificate of Compliance Workers Compensation
- Certificate of Liability Insurance for Liquor Liability

*It is imperative that your liquor liability insurance certificate has the exact licensee and trade names, physical location of the licensed premises and cover the time frame of the license. Please include your deck in the additional remarks for description of operation. The minimum limits of the policy are \$1,000,000.*

- Walker Water Works account current (Receipt from Water Department)
- Property taxes current (Parcel Report showing taxes are current)

## On-Sale intoxicating, 3.2 or Sunday On or Off Sale

### **Intoxicating liquor:**

"Intoxicating liquor" is ethyl alcohol, distilled, fermented, spirituous, vinous, and malt beverages containing more than 3.2 percent of alcohol by weight.

### **What type of business qualifies for an on-sale liquor license?**

Under the provisions of Minnesota Statute 340A.404 an on-sale liquor license may be issued by a city to numbers 1-9, by a county to numbers 1, 2, 3 or 4:

1. Hotels
2. Restaurants
3. Bowling centers
4. Clubs - provided:
  - a. The organization has been in existence for at least 3 years and has owned and rented space in a building for more than 1 year
  - b. Sales will only be to members and bona fide guests
5. Sports facilities, restaurants, clubs, or bars located on land owned or leased by the Minnesota Sports Facilities Authority;
6. Sports facilities located on land owned by the Metropolitan Sports Commission
7. Exclusive liquor stores
8. Theaters
9. Auto racing facilities

### **Restaurant:**

*Restaurant* means a business serving food from a reasonably full menu, with a minimum seating capacity of 75 persons, such restaurant to be open to the public. And where the principal use of which is a sit-down restaurant as defined in Walker Code of Ordinances [section 4-5](#). And must meet the requirements as defined in Walker Code of Ordinances [section 4-4](#) minimum food service requirement.

### **PLEASE SUBMIT:**

- City of Walker Liquor License application
- The required documents listed at the beginning of this application
- Above applicable fees payable to the **City of Walker**
- AGE Form *Certification of an On Sale Liquor License, 3.2% Liquor License or Sunday Liquor License*
- Retailers Buyer Card (**separate** \$20.00 check paid to the order of 'MN Dept. of Public Safety AGED')
- Floor Plan: Attach an 8 ½ by 11" copy of a floor plan/scaled diagram with square footage showing the design of the premises to be licensed. Include the location of the building(s), the portion of the building intended to be used, and both the interior and outdoor areas. (See sample Floor Plan Standards)
- Menu: Attach a copy of the menu and/or list of food items available for sale.
- Certified Food Manager: If you employ a Certified Food Manager, attach a copy of your MN Dept of Health certificate. (must be able to provide certificate within six months of operation)
- A copy of your MN Department of Health Restaurant License
- Equipment: Attach photos and copies of equipment specifications.
- TTB Alcohol Dealer Registration Application

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## On-Sale Wine

### **What is a wine license?**

Wine licenses are governed under the authority of Minnesota Statutes 340A.404 subdivision 5.

1. A municipality may issue an on-sale wine license to a restaurant that has at least 25 seats. This permits the sale of wine up to 24 percent alcohol.
2. A municipality may by ordinance authorize a holder of an on-sale wine license, who is also licensed to sell 3.2 malt beverages at on-sale to sell strong beer at on-sale without an additional license.

***On-sale wine licenses means licenses authorizing the sale of wine for consumption on the licensed premises only, in conjunction with the sale of food.***

### **Restaurant:**

Restaurant means an establishment, under the control of a single proprietor or manager, having appropriate facilities for serving meals and where, in consideration of payment therefor, meals are regularly served at table to the public, and shall employ an adequate staff to provide the usual service to its guests. And where the principal use of which is a sit-down restaurant as defined in Walker Code of Ordinances [section 4-5](#). And must meet the requirements as defined in Walker Code of Ordinances [section 4-4](#) minimum food service requirement.

### **PLEASE SUBMIT:**

- City of Walker Liquor License application
  - The required documents listed at the beginning of this application
  - Above applicable fees payable to the **City of Walker**
  - Wine: AGE Form *Application for County/City On-Sale Wine license*
  - Retailers Buyer Card (**separate** \$20.00 check paid to the order of 'MN Dept. of Public Safety AGED')
  - Floor Plan: Attach an 8 ½ by 11" copy of a floor plan/scaled diagram with square footage showing the design of the premises to be licensed. Include the location of the building(s), the portion of the building intended to be used, and both the interior and outdoor areas. (See sample Floor Plan Standards)
  - Menu: Attach a copy of the menu and/or list of food items available for sale.
  - Certified Food Manager: If you employ a Certified Food Manager, attach a copy of your MN Dept of Health certificate. (must be able to provide certificate within six months of operation)
  - A copy of your MN Department of Health Restaurant License
  - Equipment: Attach photos and copies of equipment specifications.
  - TTB Alcohol Dealer Registration Application
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## Brewer/Tap Room

**Manufacturer/brewer** means every person, except an on-sale licensee under this division, who, by any process of manufacture, brewing, or by the combination of different materials, prepares or produces beer for sale.

### **Small Brewer:**

The governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the requirements of section 340A.409, subdivisions 1 to 3a, shall apply to the license (340A.404 subdivision 10)

**The taproom on sale license** is city issued, state certified. You are eligible for this license if you have a valid brewer's license, you need to complete the taproom on sale application, pay the City of Walker for the licensing fees, the City of Walker will sign off and forward to AGE with a copy of the licensee's liquor liability insurance. This license will be approved automatically once the brewer's license has been approved, granted that the paperwork has been received and is in correct order.

**The brewer off sale license** is jointly issued through the city/state. The licensee is eligible for this license if you have a valid brewer's license. You need to complete the brewer off sale application, pay the City of Walker for the licensing fees, the City of Walker will sign off and forward to AGE with a copy of the licensee's liquor liability insurance. AGE will conduct an inspection on this license prior to approval. This inspection can be conducted at the same time as the AGE brewer's inspection, as long as the brewer off sale paperwork has been received by AGE prior to.

### **PLEASE SUBMIT:**

- City of Walker Liquor License application
- The required documents listed at the beginning of this application
- Above applicable fees payable to the **City of Walker**
- AGE Form Application for Brewer Off Sale Intoxicating Liquor License
- AGE Application for City issued On Sale Brewer's Taproom and Sunday Liquor Licenses.

In order to obtain a Minnesota Brewer's License the licensee will be required to apply with A&GE (Alcohol and Gambling Enforcement), the license A&GE solely issues the ability to produce malt beverage. If you wish to wholesale the product you will be required to submit additional application materials to A&GE. The licensee should also be touching base with the MN Department of Agriculture (651-201-6194) and the MN Department of Health (Bemidji 218-308-2100) as they may also have inspection authority and licensing requirements depending on the business plan.

There are many pieces to gaining approval, and as such A&GE does not have a “typical” processing time – every application process and licensee are different. The steps will be as follows:

- Once AGE receives the application packet, within a few days of receiving they will review for proper completion
- The application packet will then be forwarded to the area agent for further review
- Your agent will contact you with the background packet information and introduce themselves
- You will need to complete the background information and submit notarized copies to the A&GE office
- Your agent will coordinate with you to set up a site-visit
- Once the site visit has been completed and the agent is OK with the progress the license will be recommended for approval. Keep in mind you should be close to operational at the point of the site inspection, A&GE is the “last piece of the puzzle” and the final say on the production of alcohol.

**Application Packet for the State issued Brewing license includes the following documentation:**

**PLEASE SUBMIT:**

- Wholesale Manufacturer Intoxicating application, attached – please indicate which brewer license applying for: micro, small, MN
- Copy of approved Federal Basic Permit ---- copy of the submitted application can meet this requirement until the Brewer’s Notice has been issued
- Copy of the application submitted to the TTB to obtain the Federal Basic Permit – this is not a requirement but very helpful to the AGE agents
- Surety Bond or Cashier’s Check – \$1,000
- Licensing Fee – dependent upon the scale of brewer’s license applying for, identified on the application (note the OET surcharge will no longer apply after July 1).
- Any additional information licensee can provide is always welcome – i.e. floor plans. Eventually A&GE will ask for: Articles of Incorporation, List of Officers and board of directors or partners, list of stockholders, partnership agreement

The licensee would be able to sell on site with the taproom on sale license, Sunday allowed as long as approved by the City of Walker.

The licensee would be able to sell off-sale from the brewery (64oz or 750ml) with the brewer off sale license; you are allowed off-sale 7 days a week as long as approval is granted by the City of Walker.

Brand registration is required to be submitted to A&GE, and approved by A&GE, in order to produce legal products. The licensee can submit a registration along with your application materials, or you can submit shortly after you have begun production but prior to any sales.

The undersigned applicant makes this application pursuant and subject to all the laws of the State of Minnesota and the Walker City Code and agrees to observe and obey the same. In accordance with Walker City Ordinance Chapter 4: ALCOHOLIC BEVERAGES; Licenses may be revoked by the granting authority for violation of any statute, code provision, or ordinance relating to the sale of liquor or may be suspended for a period not exceeding 60 days if revocation is not mandatory. The licensee shall be granted a hearing upon at least ten days' notice before revocation or suspension is ordered except where mandatory revocation is provided by law.

The undersigned applicant understands that Walker City Council approval of this application will give the applicant City Approval in order to start the application process to the State Department of Public Safety Alcohol; Gambling Enforcement Division.

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(Signature)

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(Date)

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(Signature)

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(Date)

**Floor Plan Standards**

Every application for a restaurant or beverage alcohol license must include a floor plan. A sample is provided below. Attach an 8 1/2" x 11" diagram of both your **INTERIOR** and **EXTERIOR** premises. Include dimensions. Hand drawn floor plans will be accepted if they are legible. Drawings for outdoor areas may be on a separate sheet.

Include the following on your plan:

1. Business name (DBA), building name, address, contact person and telephone number
2. The function of the space including the dimensions and square footage of the area in which food will be served. Label mezzanine levels, fixed seating and egress convergence.
5. The number and size of tables
6. The number of chairs and their location to the tables. Seating capacity needs to be consistent with the number of patrons stated in your license application.

