



Instructions for Application of Indoor and Outdoor Sales of Fireworks License

**** Please allow for up to one month after submission of application for receipt of license(s). ****

ANNUAL LICENSING

- ▣ Complete City Application Form with appropriate payment for 12-month license (January 1st through December 31st of said year) and one-time inspection:
 - Indoor/Inside Sales - \$50
 - Outdoor/Outside Sales - \$250
- ▣ City Staff will mail a letter confirming receipt of license request back to the applicant and/or store location with further instructions.
- ▣ Contact the City's Fire Chief John Harnois at 763-238-5415 or John.Harnois@ci.buffalo.mn.us, when the store is ready for the display inspection.
- ▣ An appointment will then be arranged with the fire chief, when it will then be determined if the inspection is APPROVED or DENIED based on his analysis.
- ▣ If approved, he will notify us at the City Administration office of the approval and Staff can then send out the signed certificate for your store to display in the appropriate department.
- ▣ If in the case that the inspection is denied, the fire chief will provide the Applicant with instructions to become compliant for approval.

SALES DISPLAY CHANGE

- ▣ License fee (see above) is valid for the annual license card and one inspection per calendar year. If at any time a display is moved, merchandise is changed, or if the display size is increased from the time of the previous inspection, the license holder must apply for new inspection using the application form and pay a \$25 administration fee.
 - A new license card will be reissued by the Fire Chief with signature(s) indicating the date after the inspection passes to allow for said sales to take place.

Note: Vendors cannot begin sales prior to the inspection of their site by the Fire Chief. Failure to have an inspection completed prior to the beginning of sales could be subject to a penalty.

APPLICATION FOR ANNUAL CITY LICENSES

STATE OF MINNESOTA)
COUNTY OF WRIGHT)
CITY OF BUFFALO)

TO THE CITY COUNCIL OF THE CITY OF BUFFALO, MINNESOTA:



_____ hereby makes application for the following
(Business Name)

license(s) for a period of _____ months beginning _____ and ending on December 31 of the
current year for the business located at _____
(Street Address)
Buffalo, MN 55313.

TYPE OF LICENSE	COST	TOTAL
INVESTIGATION FEES – One-time Fee (<i>New applicants only</i>)	\$300.00	
ON-SALE BEER &/OR MALT LIQUORS (3.2% APV)	\$200.00	
OFF-SALE BEER &/OR MALT LIQUORS (3.2% APV)	\$60.00	
ON-SALE LIQUOR	\$3,800.00	
SUNDAY LIQUOR SALES	\$200.00	
WINE	\$100.00	
LIMITED ON-SALE CULINARY CLASS	\$100.00	
BREWERY / TAP ROOM (ON-SALE)	\$500.00	
GROWLER (OFF-SALE)	\$250.00	
DISTILLERY/COCKTAIL ROOM (ON-SALE)	\$500.00	
CIGARETTE / TOBACCO / E-CIG	\$50.00	
THEATER	\$30.00	
TATTOO/BODY PIERCING	\$500.00	
GOLF CART	\$5.00	
PAWN SHOP	\$50.00	
CURRENCY EXCHANGE / MONEY ORDERS	\$50.00	
CRAFT RETREAT FACILITY (<i>Requires an Interim Use Permit</i>)	\$50.00	
FIREWORKS – INSIDE SALES (<i>License valid for 6 months only</i>)	\$50.00	
FIREWORKS – OUTSIDE SALES (<i>License valid for 6 months only</i>)	\$250.00	

TOTAL FEES DUE - (Make checks payable to City of Buffalo) \$ _____

Comments: _____

This application is made pursuant and subject to all the laws of the state of Minnesota and the ordinances and Regulations said City of Buffalo applicable thereto. The undersigned affirms that the conditions set forth in the original application remain unchanged.

Signature of Licensee

Date

Phone Number

Email Address

Application must be filed at City Clerk's office, 212 Central Avenue, Buffalo, MN 55313
All applications for licenses listed above must be approved by City Council before a license can be granted.

DATA PRACTICES ADVISORY TENNESSEN WARNING – PERMITS AND LICENSES

You are being asked to answer questions and provide information pursuant to the license and application process that is required by Minnesota state law and/or the Buffalo City Code. The purpose and intended use of the requested data is to verify that applicants meet the requirements of the state statutes and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

Some of the information you provide on this application is considered private data under the Minnesota Government Data Practices Act (the “Act”). This information will be used by the City and its agents involved in the review of this application. You are not required by state law or City Code to answer questions or provide the information requested. However, a refusal to answer questions or provide the information requested will prevent the City from processing the permit or license for which you are applying.

The following data collected, created, or maintained is classified under the Act as public data once a license has been approved (Minn. Stat. 13.41, subd.5):

1. Data submitted by applicants (including name, email, telephone numbers, and addresses).
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action.
3. Entire record concerning any disciplinary proceeding.
4. License numbers and status.

The following data collected, created, or maintained is classified under the Act as private and/or confidential data (Minn. Stat. 13.41, subd.2; Minn. Stat. 13.37, subd.1):

1. Active investigative data relating to complaints against any license.
2. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure.
3. The information related to unsubstantiated complaints when it is not maintained in anticipation of legal action.
4. Inactive investigative data relating to violations of statutes or rules.
5. Record of disciplinary proceedings, except as limited by the provisions above.
6. Trade secrets, as defined under Minnesota law.
7. Sensitive security and safety information.

The City of Buffalo may make any private or confidential data accessible to an appropriate person or agency if the City determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

Certification: I have read and certify the information in this application is true and correct. I further understand that the giving of false information in this form and/or the failure to give requested information may be cause for immediate revocation of any and all licenses and/or permits issued hereunder. I understand the above information regarding my rights as a subject of government data and applicant for a license or permit from the City of Buffalo.

Note: Proper signature is required. If a corporation owns this establishment, an officer of the corporation must sign below; if a partnership, the managing partner; if an individual, the owner.

Signature

Date

Print Name

Print Title

Establishment Name (DBA) or Trade Name