

**CITY OF EDINA
EDINA HEALTH DEPARTMENT
4801 WEST 50TH STREET
EDINA, MINNESOTA 55424-1394**

**INSTRUCTIONS FOR NEW BOARDING & LODGING, HOTEL, OR
SUPERVISED GROUP HOME LICENSE APPLICATION**

- Complete the application and Workers' Compensation Law forms enclosed. Sign all forms.
- Please read any attachments to see if it applies to your establishment.
- See the Fee Schedule attached and send the appropriate fee with the completed information required.

Any questions may be directed to Jane Timm (952) 826-0409.



**CITY OF EDINA
4801 W. 50TH STREET
EDINA MN 55424**

**Application For
Boarding & Lodging, Hotel, or
Supervised Group Home**

FOR OFFICE USE ONLY

Approved Health Dept _____

Date _____

Approved City Clerk _____

Date _____

Code #1490.4177

Complete the application, Workers' Compensation form, and submit them with the appropriate fees.

Please check the license that applies to your establishment:

- Boarding & Lodging** **Hotel** **Supervised Group Home**

Name of Establishment _____ Number of Rooms _____

Establishment Address _____

Name of Applicant _____

Home Address _____ (First) _____ (Middle) _____ (Last) _____ Phone No. _____

Birthdate of Applicant (Month, day, and year) _____ Social Security # _____

Owner (s) (if corporation, list principal officers):

Name _____ Birthdate _____

Home Address _____ Phone No. _____

Name _____ Birthdate _____

Home Address _____ Phone No. _____

Minnesota Tax Identification No. _____ Federal Tax Identification No. _____

I have read and understand all laws and ordinances pertaining to the operation of the above listed establishment in the City of Edina. I understand that any payment submitted with this application will be promptly deposited by the City, but such deposit shall not constitute acceptance of the application by the City and the applicant must meet all requirements for the license prior to issuance.

Date _____ Applicant's Signature _____

THE MINNESOTA DATA PRACTICES ACT requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a license from the City of Edina. Providing the data may disclose information that could cause your application to be denied. You are not legally required to provide the data, however, refusing to supply the data may cause your license to not be processed. Under MS 270.72, the City of Edina is required to provide the Minnesota Department of Revenue your MN Tax ID Number or Social Security Number. This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest. The Department of Revenue may supply information to the Internal Revenue Service. In addition, this data can be shared by Edina City Staff, the State of Minnesota Driver License Section, Hennepin County Auditor, Bureau of Criminal Apprehension, Hennepin County Warrant Office, and Ramsey County Warrant Office. Your signature on this application indicates you understand these rights. Your residence address and telephone number will be considered public data unless you request this information to be private and provide an alternative address and telephone number. **Please sign below to indicate that you have read this notice:**

Signature X _____

I request that my residence address and telephone number be considered private data. My alternative address and telephone number are as follows:

Address _____ Telephone Number _____

Certificate of Compliance Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
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DBA (doing business as name) (if applicable)

BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
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YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.

NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:

INSURANCE COMPANY NAME (not the insurance agent)

WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
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NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:

I have attached a copy of the permit to self-insure.

NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____
- Other: _____

ALL APPLICANTS COMPLETE THIS PORTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
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NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.
This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.



City of Edina 2010 Fee Schedule
Health Department
4801 West 50th Street
Edina, MN 55424-1394

Phone: (952) 927-8861
Fax: (952) 826-0390

INSTRUCTIONS: THIS DOCUMENT DOES NOT NEED TO BE RETURNED WITH APPLICATION & FEES.

Use the schedule below for calculating your license fee. Food establishments and lodging establishments listed in Schedule "A" must include the \$140.00 base fee in calculating their fee. Remember to check Schedule "B" for categories that may apply to your license. Your total fee is obtained by adding the total from Schedule "A" and the total from Schedule "B". All license applications applied for after October 1 of each year may submit one half of the license fee except the base fee may not be reduced by one half.

Schedule A	Amount	Fee Calculation	Schedule B	Amount	Fee Calculation
Check all that apply			Check the Appropriate Box		
<input checked="" type="checkbox"/> Base Fee (Schedule A only)	\$140.00	\$140.00	Other:		
Food: <input checked="" type="checkbox"/> Only one Risk Category			<input type="checkbox"/> Pushcart	200.00	
<input type="checkbox"/> Low Risk Food	110.00		<input type="checkbox"/> Itinerant Food	120.00	
<input type="checkbox"/> Medium Risk Food	380.00		<input type="checkbox"/> Boarding & Lodging House	105.00	
<input type="checkbox"/> High Risk Food	610.00		<input type="checkbox"/> Indoor Swimming Pool		
<input type="checkbox"/> Alcohol Service From Bar	130.00		Number Pools _____ X	470.00	=
<input type="checkbox"/> Beer or Wine Table Service	55.00		<input type="checkbox"/> Outdoor Swimming Pool		
<input type="checkbox"/> Additional Facility _____ X	150.00	=	Number Pools _____ X	310.00	=
<input type="checkbox"/> Food Vehicle	138.00		<input type="checkbox"/> Whirlpool No. Pools _____ X	170.00	
<input type="checkbox"/> Supervised Group Home	45.00		<input type="checkbox"/> Tobacco Sales	365.00	
Lodging: <input type="checkbox"/> Hotel <input type="checkbox"/> Motel			<input type="checkbox"/> Amusement Location	15.00	
<input type="checkbox"/> Lodging House	105.00		<input type="checkbox"/> Amusement Devices		
<input type="checkbox"/> Lodging			Number Machines _____ X	15.00	=
Number Rooms _____ X	8.00	=	<input type="checkbox"/> Food Vending Machine		
			Number Machines _____ X	15.00	=
TOTAL A	\$ _____		TOTAL B	\$ _____	

Submit this total with application **Total A** _____ plus **Total B** _____ = **Total Fee** \$ _____

Lodging or Boarding and Lodging Establishments:
 Are you registered for Chapter 144D, Housing with Services? _____

DEFINITIONS:

Low, Medium and High Risk: Food establishments as defined in Minnesota Statutes 157.

Alcohol Service From Bar: Food establishment where alcoholic mixed drinks are served or where beer or wine are served from a bar.

Beer or Wine Table Service: Food establishment which serves only beer or wine to customers seated at tables.

Additional Facility: Food service or operation which is separate, distinct or unique from the central or main food establishment, as determined by the Health Authority.

Supervised Group Home: Food establishment which includes sleeping accommodations for five (5) or more regular boarders and no more than ten (10) regular boarders for periods of one week or more and which provides supervision for the boarders and is registered for special services pursuant to Minnesota Statutes 144D.

Lodging: Hotel, Motel or Lodging house as defined in Minnesota Statutes 157.

Boarding and Lodging House: Establishment which includes boarding and lodging for five (5) or more regular boarders but no more than ten (10) regular boarders for periods of one week or more.