

950432

*A Computer Simulation of a  
One-Stop Licensing and Permitting System*

**This is Part II of the  
Report to the Governor  
Pursuant to Executive Order 93-9**





**This simulation has two parts.**

**Screens 1 through 22 provide an electronic catalog of licenses and permits with their requirements, statutes, rules and other information.**

**Screens 23 through 36 provide an interactive electronic application for individual licenses and permits with analog application forms, application instructions, electronic submission, electronic payment and receipt of fees.**

## Screen 1

This screen would appear after a user accesses via computer the database of licenses and permits maintained by the Department of Trade and Economic Development.

The *Maintenance* function is for system updates and would not appear on a final system screen.

The *Tutor* function would provide information to the user about the system and its capabilities. In addition it can be anticipated that a user "help-phone" telephone line would be available as well as written instructions.

To enter the system the user would, in a Windows application, use the computer mouse on *License and Permit*. In other applications key strokes or (possibly) touch-screen capability could be used.



## Business License and Permit Assistance Information System

Select Option

License and Permit

Maintenance

Tutor

Exit

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## Screen 2

This screen provides, at the top, an alphabetized listing of regulated activities taken from DTED's directory of licenses and permits. For demonstration purposes here the list is shortened, going from 'A' to *Pest Control* and *Restaurants*--the demonstration licenses in the system.

The user can scroll through the full list of activities and click on any one.

Clicking on *Restaurants* (the upper blue bar) initiates the display below the lower blue bar showing that there is a license for restaurants. That display also prompts the user that there are separate licenses for restaurants where liquor is served.

Clicking on the *General Issues* panel at the bottom of the display will bring up the next screen.



## Regulated Activity Listing

Appraiser (See REAL ESTATE)

Architects

Asbestos

Assessors

Athletic Trainers

Attorneys

Pest Control, Pesticides

Restaurants

## Directory of License and Permits

For liquor-serving establishment see LIQUOR

License for Hotel, Restaurant and Place of Refreshment

General Information

General Issues

License Description

Help

Exit

### Screen 3

This screen will display such general information about the processing of licensing and permitting as may be desired. This display can also display information specific to a particular license or, when more than one license is required, particular categories of licenses.

The user with the necessary equipment can print the text from the screen or receive a fax of the screen from the database using the *Print* or *Fax* panels at the bottom of the screen.

Using the scroll feature to the right of the display brings continuation of the displayed text on the next screen(s).

## General Information

### BUSINESS LICENSE AND PERMITS

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#### IN GENERAL

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The startup, operation or expansion of a business in Minnesota may involve securing one or more business, occupational or environmental licenses or permits. Those licenses and permits fall into a number of categorical groupings according to purpose:

1. Licenses and permits to ensure the competency of practitioners of a business, trade or profession.
2. Licenses and permits to ensure the safety and efficacy of a product or process.
3. Licenses and permits to prevent fraud or ensure the financial solvency of parties to a business transaction.
4. Licenses and permits to control access to markets or to encourage or restrict competition in a specific industry.
5. Licenses and permits to regulate activities in pursuit of broad social goals like clean air, clean water.

Print

Fax

Exit

#### Screen 4

This screen illustrates continuation of the text begun on Screen 3.

After viewing/printing/faxing this text the *Exit* panel on the bottom will return the user to the display given in Screen 2.



## General Information

### LOCAL LICENSURE

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In addition to the licensing requirements imposed by the state, some local governments also require certain kinds of business activity to be licensed on the local level. In some cases this local licensure may take the form of a general business license involving no more than registration and payment of a fee. In other cases, it may involve compliance with local ordinances specific to a particular type of business. For example, current state law imposes no license requirements on commercial building contractors. Many municipalities will issue necessary building permits or conduct necessary inspections.

Larger cities, like Minneapolis and St. Paul, have regular licensing departments. Smaller municipalities usually rely on the city clerk to direct licensing activities. A call to either of these early in your business planning will help avoid confusion and delay later. In addition, the city clerk can, in most cases, give you information on local zoning requirements. Municipal offices are usually listed in the blue pages of the telephone book under the name of the municipality.

### ASSISTANCE

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The Bureau of Business Licenses, in the Minnesota Small Business Assistance Office, provides information about federal, state and local licenses and assistance in securing them. The Bureau also publishes, free of charge, the State of Minnesota Directory of Licenses and Permits which contains a complete list of regulated activities, licenses and permits, and the appropriate state agency contact.

Print

Fax

Exit

## Screen 5

Screen 5 displays the information given in Screen 2. Clicking on *General Issues* displays the next screen.



## MN Department of Trade and Economic Development

### Regulated Activity Listing

Appraiser (See REAL ESTATE)

Architects

Asbestos

Assessors

Athletic Trainers

Attorneys

Pest Control, Pesticides

Restaurants

### Directory of License and Permits

For liquor-serving establishment see LIQUOR

License for Hotel, Restaurant and Place of Refreshment

General Information

General Issues

License Description

Help

Exit

## Screen 6

This screen displays a listing of general non-license requirements for a restaurant. This list can be expanded to include other even more general requirements and issues (e.g., corporate filings, business name registrations).

Clicking on any one of the displayed subject panels moves to the next screen which displays text on that subject.

For this example, the user has selected *Definition of Employees*.



## Other General or Related Requirements

Minnesota Tax Identifier

Definition of Employees

Wages and Overtime

Withholdings/Taxes

Labor Standards

Occupational Health and Safety

Worker's Compensation Insurance

Poster Requirements

Exit

Help

Exit

## Screen 7

This screen displays text developed for this display using the Internal Revenue Service's definition of an employee.

The user with necessary equipment can print the text from the screen or receive a fax of the screen from the database using the *Print* or *Fax* panels at the bottom of the screen.

Using the scroll to the right of the display advances the text to the next screen.



## Definition of Employees

### DEFINITION OF AN EMPLOYEE

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Many laws affecting the employment relationship will require the business owner to first determine whether an individual who performs services for the business is an "employee" for purposes of the particular law. The relationship between the business and the individual may be that of: a common law employee, a statutory employee, or an independent contractor.

If the relationship is that of employer-employee, the business, by law, must obtain workers' compensation coverage, withhold FICA and income taxes, pay the employer's share of the FICA tax and pay federal and state unemployment taxes. Fair labor standard laws, occupational safety and health requirements and a variety of other federal and state laws also may apply.

Independent contractors offer their services to the public through the exercise of an independent business enterprise. An independent contractor is responsible for making his or her own estimated tax payments and paying self employment (social security) tax. The business that obtains the independent contractor's services generally is not required to obtain workers' compensation insurance, withhold taxes or pay employment taxes on behalf of the independent contractor. Independent contractors generally do not receive benefits such as paid holidays, health insurance or sick pay from the businesses that obtains their services.

The question of whether a worker is an independent contractor or an employee may be

Print

Fax

Exit

## **Screen 8**

This screen continues the text from Screen 7.

## Definition of Employees

- Hiring, supervising, and paying assistants.

If the business owner hires, supervises and pays assistants, this factor generally shows control over the workers on the job. If, however, one worker hires, supervises, and pays assistants pursuant to a contract under which the worker agrees to provide materials and labor and under which the worker is responsible only for the attainment of a result, independent contractor status is indicated.

- Continuing relationship.

A continuing relationship between the employer and the worker weighs in favor of an employment relationship.

- Set hours of work.

This is a factor indicating control and, therefore, an employment relationship.

- Full time required.

Print

Fax

Exit

## Screen 9

This screen continues the text from Screen 8.

After viewing/printing/faxing this text the *Exit* panel on the bottom of the display will return the user to the display given in Screen 2.



## Definition of Employees

- **Instructions.**

A worker who is required to comply with another person's instructions about when, where, and how he or she is to work is ordinarily an employee.

- **Training.**

Training a worker by, e.g., requiring an experienced employee to work with him or her, corresponding with the worker, or requiring the worker to attend meetings, weighs in favor of employee status because the employer for whom the services are performed wants the services performed in a particular method or manner.

- **Integration.**

A worker is subject to direction and control if his or her services are integrated into the company's business operations. Thus, this factor weighs in favor of an employment relationship.

- **Services rendered personally.**

Print

Fax

Exit

## Screen 10

Screen 10 displays the information given in Screen 2.

Clicking on *License Description* displays the next screen.

## Regulated Activity Listing

Appraiser (See REAL ESTATE)

Architects

Asbestos

Assessors

Athletic Trainers

Attorneys

Pest Control, Pesticides

Restaurants

## Directory of License and Permits

For liquor-serving establishment see LIQUOR

License for Hotel, Restaurant and Place of Refreshment

General Information

General Issues

License Description

Help

Exit

## Screen 11

This screen displays basic data on the license inquired about. In an actual operating system this display would also include information on fees, schedules, testing, bonds and other requirements specific to that license.

Clicking on *Rules and Statutes* displays the next screen.



## License Description

### Activity

Restaurants

### License and Permit

License for Hotel, Restaurant and Place of Refreshment

### Department

Department of Health

### Contact

(612) 627-5031

**Rules and Statues**

Information

Forms

Apply

Exit

## Screen 12

This screen provides for full text recovery of statutes and agency rules relating to the particular license.

A user with the necessary equipment can print a copy of the display or receive a fax of the display using the *Print* or *Fax* panels at the bottom of the display.

The scroll feature to the right of the display advances the text to the next screen.



## Rules and Statues

### CHAPTER 4625 DEPARTMENT OF HEALTH FOOD AND BEVERAGE ESTABLISHMENTS

#### REQUIREMENTS FOR LODGING ESTABLISHMENTS

##### 4625.0100 DEFINITIONS.

- Subpart 1. Approved. The term "approved" shall mean acceptable to the commissioner following the commissioner's determination as to conformity with established public health practices.
- Subp. 2. Clean. The term "clean" shall mean the absence of dirt, grease, rubbish, garbage, and other offensive, unsightly, or extraneous matter.
- Subp. 3. Commissioner. The term "commissioner" shall mean the commissioner of health and the Minnesota Department of Health, which terms shall be synonymous.
- Subp. 4. Good repair. The term "good repair" shall mean free of corrosion, breaks, cracks, chips, pitting, excessive wear and tear, leaks, obstructions, and similar defects so as to constitute a good and sound condition.
- Subp. 5. Usable floor space. The term "usable floor space" means all floor space in a sleeping room not occupied by closets, toilet rooms, shower, or bathrooms.

STAT AUTH: MS s 144.08; 144.12 subd 1; 157.01 to 157.14; 327.10 to 327.67  
HIST: 17 SR 1279

Print

Fax

Exit

### **Screen 13**

Screen 13 continues the display of text from Screen 12.

The scroll feature to the right of the display advances the text to the next screen.



## Rules and Statues

### 4625.0600 WALL AND CEILING REQUIREMENTS.

The walls and ceilings of all rooms, halls, and stairways shall be kept clean and in good repair. Studs, joists, or rafters shall not be left exposed except when suitably finished and kept clean.

STAT AUTH: MS s 144.08; 144.12 subd 1; 157.01 to 157.14; 327.10 to 327.67

### 4625.0700 SCREENING REQUIREMENTS.

When flies, mosquitoes, and other insects are prevalent, all outside doors, windows, and other outer openings shall be screened; provided that such screening shall not be required for rooms deemed by the commissioner to be located high enough in the upper stories of the building as to be free of such insects, or in such areas where other effective means are provided to prevent their entrance.

STAT AUTH: MS s 144.08; 144.12 subd 1; 157.01 to 157.14; 327.10 to 327.67

### 4625.0800 LIGHTING AND VENTILATION REQUIREMENTS.

All rooms and areas used by patrons and guests and all other rooms or spaces in which lighting and ventilation, either natural or artificial, are essential to the efficiency of the business operation shall be well lighted and ventilated. An area shall be considered well ventilated when excessive heat, odors, fumes, vapors, smoke, or condensation is reduced to a negligible level and barely perceptible to the normal senses. During seasons when weather conditions require tempering of makeup air, adequate equipment shall be provided to temper the makeup air. Every gas-fired or oil-fired room heater and

Print

Fax

Exit

## Screen 14

Screen 14 continues the display of text from Screen 13.

After viewing/printing/faxing this text the *Exit* panel on the bottom of the display will return the user to the display given in Screen 11.

## Rules and Statues

### LODGING ESTABLISHMENTS

#### 4625.1000 BEDDING AND LINEN REQUIREMENTS.

All beds, bunks, cots, and other sleeping places provided for guests in hotels, motels, resorts, and lodging houses shall be supplied with suitable pillow slips and under and top sheets. All bedding including mattresses, quilts, blankets, pillows, sheets, spreads, and all bath linen shall be kept clean. No bedding including mattresses, quilts, blankets, pillows, bed and bath linen shall be used which are worn out or unfit for further use. Pillow slips, sheets, and bath linen after being used by one guest shall be washed before they are used by another guest, a clean set being furnished each succeeding guest. For any guest occupying a guest room for an extended period of time, a fresh set of sheets and pillow slips shall furnished at least once each week, and at least two clean towels shall be furnished each day, except that the proprietor will not be responsible for the sheets, towels, pillow slips, and bath linen furnished by a guest.

STAT AUTH: MS s 144.08; 144.12 subd 1; 157.01 to 157.14; 327.10 to 327.67

#### 4625.1100 ROOM FURNISHING REQUIREMENTS.

All equipment, fixtures, furniture, and furnishings, including windows, draperies, curtains, and carpets, shall be kept clean and free of dust, dirt, vermin, and other contaminants, and shall be maintained in good order and repair.

STAT AUTH: MS s 144.08; 144.12 subd 1; 157.01 to 157.14; 327.10 to 327.67

Print

Fax

Exit

## Screen 15

Clicking on *Information* displays the next screen.



## License Description

### Activity

Restaurants

### License and Permit

License for Hotel, Restaurant and Place of Refreshment

### Department

Department of Health

### Contact

(612) 627-5031

[Rules and Statues](#)

[Information](#)

[Forms](#)

[Apply](#)

[Exit](#)

## Screen 16

This screen contains information on the kinds of establishments licensed as restaurants and the state agencies which perform that licensing.

A user with the necessary equipment can print the display or receive a fax of the display from the database using the *Print* or *Fax* panels at the bottom of the display.

The scroll feature to the right of the display advances the text to the next screen.



## General Information

### RESTAURANTS

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To open a restaurant or any kind of food service business such as a catering business, food stand, or snack bar, you must be licensed by the Minnesota Department of Health or the Minnesota Department of Agriculture.

### GENERAL

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1. The Minnesota Department of Health licenses and inspects food handlers whose principal mode of food business is licensed under MS 157.03 or MS 327.15 as a food service establishment.
2. The Minnesota Department of Agriculture licenses and inspects food handlers whose principal mode of food business is licensed under MS 28A.01-28A.17, as a food retailer, wholesaler, broker or processor.
3. Local regulations: Many cities and counties have their own regulations and inspections of food related activities and establishments. These regulations and inspections may be in addition to state regulations and inspections. Contact the local regulating agency (usually found through the city or county clerk's office) to determine whether local regulations apply in your area.
4. Federal regulations: The U.S. Department of Agriculture is responsible for regulating meat, eggs and

Print

Fax

Exit

## **Screen 17**

Screen 17 continues the text display from Screen 16.

The scroll feature to the right of the display advances the text to the next screen.



## General Information

### COMBINED ESTABLISHMENTS

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1. Combination food establishments whose business is more than 50 percent retail food sales and which may include food prepared and served from a deli, small restaurants, snackbars, etc., are licensed and inspected by the Minnesota Department of Agriculture. Minnesota Department of Agriculture inspects the food service part of the establishment using Minnesota Department of Health Statutes and Rules, and also licenses and inspects the food sales part of the establishment as provided in M.S. Section 28A.04.
2. Combination food establishments whose business is more than 50 percent food service operations with some food sales are licensed and inspected under M.S. Section 157.03, by Minnesota Department of Health who also inspects the food handling part of the establishment, using Minnesota Department of Agriculture Statutes and Rules.
3. Combination establishments or unique operations such as those listed below are inspected and licensed according to their practical mode of food business.
  - a. Restaurants and coffee shops which incidentally sell retail food items or which sell limited bakery products, baked on the premises, are the responsibility of the Minnesota Department of Health.
  - b. Employee cafeterias which are located in Minnesota Department of Agriculture licensed food manufacturing plants, bakeries, candy manufacturing plants, etc. are the responsibility of Minnesota Department of Agriculture. Cafeterias that are leased or owned by an operator independent of the Minnesota Department of Agriculture licensed firm and those located in other non-food processing industries are licensed and inspected by the Minnesota Department of

Print

Fax

Exit

## Screen 18

Screen 18 continues the text from Screen 17.

After viewing/printing/faxing this text the *Exit* panel on the bottom of the display will return the user to the display given in Screen 11.



## General Information

### COUNTY FAIRS - TOWN CELEBRATIONS

1. County fairs, civic festivals, celebrations, and similar events are inspected according to the guidelines noted below.

#### License and Inspection Responsibilities:

##### Minnesota Department of Agriculture

- a. Candy Floss
- b. Popcorn
- c. Caramel Corn
- d. Caramelized Apples
- e. Candy Manufacturing
- f. Donut Manufacturing
- g. Fruit Concessions
- h. Ice Cream Bars (wrapped)
- i. Sno Cones
- j. Retail Food Sales  
(prepackaged milk, meats,  
peanuts, fruits, etc.)

##### Minnesota Department of Health

- a. Beverage Concessions  
(soft drinks and beer)
- b. Ice cream Dipping
- c. Ice Milk
- d. Food Service Concessions  
(sandwiches and/or meals)
- e. Milk (poured or dispensed from  
original containers)

2. Only one license per stand is issued based on the predominant type of food business.

Print

Fax

Exit

## Screen 19

Clicking on *Forms* will advance to the next screen.



## License Description

### Activity

Restaurants

### License and Permit

License for Hotel, Restaurant and Place of Refreshment

### Department

Department of Health

### Contact

(612) 627-5031

[Rules and Statues](#)

[Information](#)

[Forms](#)

[Apply](#)

[Exit](#)

## Screen 20

This screen displays the address for receipt of hard-copy application forms and submission of applications.

Clicking on *Forms* advances the user to Screen 21 and a display of the application forms.

## Application

Minnesota Department of Health  
Section of Environmental Field Services  
920 Delaware Street, P.O. BOX 9040  
Minneapolis, MINNESOTA 55440  
(612) 627-5023

Forms

Print

Fax

Exit

## Screen 21

Screen 21 displays the actual application form used for hard-copy applications (though the display is smaller than regular size).

The *Zoom* feature allows the user to look at enlarged sections of the application.

The *Next* and *Previous* features move the user to the next application form or back to the previous one.

Though not displayed in this simulation the user will in any operating system have the ability to receive prints or faxes of forms. The *OK* function advances the user to the next screen.



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## Screen 22

This screen returns the user to the basic information display given in Screen 11.

Clicking on *Apply* will advance to the electronic application utility.



## License Description

### Activity

Restaurants

### License and Permit

License for Hotel, Restaurant and Place of Refreshment

### Department

Department of Health

### Contact

(612) 627-5031

Rules and Statues

Information

Forms

Apply

Exit

### **Screen 23**

This screen introduces the electronic application utility and provides directives for use.

Clicking on *OK* advances the user to the next screen.



## Introduction

The application for a restaurant license has three parts:

Establishment Information

Limitation Codes (which identify types of restaurants)

Owner Information

The items in green are required to be completed.

The items in brown are optional.

As you complete each part, press the COMPLETE button to move to the next part.

You will have a chance to review the entire application before submission.

On each part you can see specific instructions for items to be completed by pressing the Help Button or F1 key.

Ok

## Screen 24

This screen displays the first of the three required application parts for the license for a restaurant. The user types in the information in the spaces provided.

Clicking on *Help* advances the user to instructions/assistance with this particular application form.

# MN Department of Trade and Economic Development

## Establishment

Name

Address

City  State

Zip Code  Date of Opening

Telephone

## Location

County

City

Township

Lake

## Operation

☒ Year Around ☐ Seasonal ☐ Catering

## Water Supply Source

☒ Municipal ☐ Private

## Sewer

☒ Municipal ☐ Private

## Mobile Unit License Plate Number

## State Fair Concession Number

## Swimming Facilities Provided

☒ None ☐ Beach ☐ Indoor Pool ☐ Outdoor Pool

Help

Pursuant to Minnesota Statutes §176.182 and 270.72, the following information is required of each license applicant:

Worker's Compensation Insurance Company

## Name

## Address

## Policy Number

## Social Security Number

## Minnesota Tax ID Number

## Federal Tax ID Number

Complete

## **Screen 25**

Screen 25 displays instructions specific to completing the application shown on Screen 24.

Clicking on *OK* returns the user to the application form.



## Establishment Information

### Instructions

Establishment Name means the full legal name of the business (for example: if the full legal name is "Joe's Italian Restaurant, Inc." use that name, not "Joe's.")

Year Around Operation means you are open for business at least 20 days of every month of the calendar year.

Seasonal operation is anything less than 20 days of every month of the calendar year.

Social Security Number, Federal and State Tax Identification Numbers. If you need to obtain a federal tax identification number you should contact:

If you need to obtain a state of Minnesota tax identification number you should contact:

Ok

## Screen 26

This screen displays the part one application as completed by the user.

Clicking on *Complete* advances the user to the next screen.

MN Department of Trade and Economic Development

Establishment

Name

Address

City  State

Zip Code  Date of Opening

Telephone

Location

County

City

Township

Lake

Operation

☒ Year Around ☐ Seasonal ☐ Catering

Mobile Unit License Plate Number

Water Supply Source

☒ Municipal ☐ Private

Sewer

☒ Municipal ☐ Private

State Fair Concession Number

Swimming Facilities Provided

☒ None ☐ Beach ☐ Indoor Pool ☐ Outdoor Pool

Help

Pursuant to Minnesota Statutes §176.182 and 270.72, the following information is required of each license applicant:

Worker's Compensation Insurance Company

Name

Address

Policy Number

Social Security Number

Minnesota Tax ID Number

Federal Tax ID Number

Complete

## **Screen 27**

Screen 27 displays the part two application.

Clicking on *Definitions* advances the user to the next screen.



# MN Department of Trade and Economic Development

## Type

New Licensee

☒ New Establishment ☐ Old Establishment

Renewal

☒ Current Year ☐ Years

## Limitation Codes

Type of Business

Check all appropriate.

Definitions

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Restaurant (rs)          | <input type="checkbox"/> Place of Refreshment and Limited Food (pl) |
| <input type="checkbox"/> Hotel/Motel (hm)                    | <input type="checkbox"/> Limited Beverage (bv)                      |
| <input type="checkbox"/> Hotel/Motel and Limited Food (hl)   | <input type="checkbox"/> Limited Food (fd)                          |
| <input type="checkbox"/> Boarding House (bh)                 | <input type="checkbox"/> Limited Food and Beverage (fb)             |
| <input type="checkbox"/> Lodging House (lh)                  | <input type="checkbox"/> State Fair Food and Beverage(sv)           |
| <input type="checkbox"/> Lodging House and Limited Food (ll) | <input type="checkbox"/> State Fair Foods (sf)                      |
| <input type="checkbox"/> Resort (rt)                         | <input type="checkbox"/> State Fair Restaurant (sr)                 |
| <input type="checkbox"/> Resort and Limited Food (rl)        | <input type="checkbox"/> State Fair Beverage (sb)                   |
| <input type="checkbox"/> Place of Refreshment (pr)           | <input type="checkbox"/> State Fair Place of Refreshment (sp)       |

## Limitation Detail

Indicate type of facility menu, i.e., Fast food, footlongs only, full menu, grill items only.

Full Menu

Number of Employees

Fee Schedule

Number of Rooms

Fee Total

Help

Completed

## Screen 28

This screen displays definitions of the various terms used in the past two applications.

Clicking on *OK* returns the user to the part two application on the next screen.

## Limitation Codes Information

### Instructions

**RESTAURANT:** Place where meals or lunches are prepared for service on premises or elsewhere.

**BOARDING HOUSE:** Place where meals or lunches are furnished to five or more regular boarders for periods of one week or more.

**HOTEL/MOTEL:** Place where sleeping accommodations are offered for one night or more to transients.

**PLACE OF REFRESHMENT:** Place where alcoholic beverages, or soft drinks or ice cream, are served.

**LODGING HOUSE:** Place where sleeping accommodations are furnished to five or more regular roomers for periods of one week or more.

**RESORT:** Place near recreational area, furnishing sleeping accommodations for one day, one week or longer and having five or more cabins, rooms, or enclosures.

**LIMITED FOOD AND/OR BEVERAGE SERVICE:** Place that sells only prepackaged

Ok

## Screen 29

This screen shows that the applicant has clicked on *Completed* but has not provided needed information on the number of employees.

This display prompts with the type of information needed.

Clicking on *Yes* returns the user to the application to complete the required information (Screen 30).



MN Department of Trade and Economic Development

Type

New Licensee

☒ New Establishment ☐ Old Establishment

Renewal

☒ Current Year ☐ Years

Limitation Codes

Type of Business

Check all appropriate.

Definitions

☒ Restaurant (rs)

☐ Place of Refreshment and Limited Food (pl)

☐ Hotel/Motel (hm)

☐ Limited Beverage (bu)

☐ Hotel/Motel and

☐ Boarding House

☐ Lodging House

☐ Lodging House

☐ Resort (rt)

☐ Resort and Limited

☐ Place of Refreshment

Incomplete Information



Must specify number of employees!

Do you want to continue with application?

Yes

No

Limitation Detail

Indicate type of facility menu, i.e., Fast food, footlongs only, full menu, grill items only.

Full Menu

Number of Employees

0

Fee Schedule

Number of Rooms

0

Fee Total

0.00

Help

Completed

### **Screen 30**

Screen 30 shows the application completely filled out. With the inclusion of number of employees the system has computed the required fee.

Clicking on *Completed* advances the user to the final part of the application on Screen 31.

# MN Department of Trade and Economic Development

## Type

### New Licensee

☒ New Establishment ☐ Old Establishment

### Renewal

☒ Current Year ☐ Years

## Limitation Codes

### Type of Business

*Check all appropriate.*

### Definitions

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Restaurant (rs)          | <input type="checkbox"/> Place of Refreshment and Limited Food (pl) |
| <input type="checkbox"/> Hotel/Motel (hm)                    | <input type="checkbox"/> Limited Beverage (bv)                      |
| <input type="checkbox"/> Hotel/Motel and Limited Food (hl)   | <input type="checkbox"/> Limited Food (fd)                          |
| <input type="checkbox"/> Boarding House (bh)                 | <input type="checkbox"/> Limited Food and Beverage (fb)             |
| <input type="checkbox"/> Lodging House (lh)                  | <input type="checkbox"/> State Fair Food and Beverage (sv)          |
| <input type="checkbox"/> Lodging House and Limited Food (ll) | <input type="checkbox"/> State Fair Foods (sf)                      |
| <input type="checkbox"/> Resort (rt)                         | <input type="checkbox"/> State Fair Restaurant (sr)                 |
| <input type="checkbox"/> Resort and Limited Food (rl)        | <input type="checkbox"/> State Fair Beverage (sb)                   |
| <input type="checkbox"/> Place of Refreshment (pr)           | <input type="checkbox"/> State Fair Place of Refreshment (sp)       |

## Limitation Detail

*Indicate type of facility menu, i.e., Fast food, footlongs only, full menu, grill items only.*

Full Menu

Number of Employees

12

Fee Schedule

Number of Rooms

0

Fee Total

245.00

Help

Completed



### **Screen 31**

Screen 31 displays part three of the application.

Clicking on *Help* advances the user to instructions on Screen 32.

## Owner Information

## Contact Person

First Name

John

Middle Initial

O

Last Name

OAK

## Corporation/Partnership

Name

The Old Oak, Inc.

Mailing Address

1001 EVERLY STREET

City

MINNEAPOLIS

State

MN

Zip Code

55401-1205

Phone Number

(612) 421-1111

Owner(s)/Corporate Officers Name(s)

John O. Oak, President

Ollie O. Oak, Secretary and Treasurer

Previous Owner

Previous License Number

Help

Completed

## **Screen 32**

Screen 32 displays instructions specific to completing part three of the application.

Clicking on *OK* returns the user to the application.



## Owner Information

### Instructions

Mailing Address: Be sure and use the business' actual, current mailing address, not its corporate, legal address if that is different.

Ok

### **Screen 33**

Screen 33 shows a completed application.

Clicking on *Completed* advances the user to the next screen for review and/or editing of the application.

## Owner Information

### Contact Person

First Name

John

Middle Initial

O

Last Name

OAK

### Corporation/Partnership

Name

The Old Oak, Inc.

Mailing Address

1001 EVERLY STREET

City

MINNEAPOLIS

State

MN

Zip Code

55401-1205

Phone Number

(612) 421-1111

Owner(s)/Corporate Officers Name(s)

John O. Oak, President

Ollie O. Oak, Secretary and Treasurer

Previous Owner

Previous License Number

Help

Completed

## Screen 34

Screen 34 displays a review and edit function for each of the three parts of the application.

The *Review* panel provides for reading-only review. The *Edit* panels provide for insertion of changes. The *Cancel* panel allows for a start-over on the entire application.

Clicking on *Submit* advances the user to the next screen for electronic transmission of the completed application.



License Application for  
Food and Beverage or  
Lodging Establishment

Edit

Establishment Information

Edit

Limitation Codes

Edit

Owner Information

Submit

Review

Cancel

## Screen 35

Screen 35 provides for electronic payment of application fees (in this simulation via credit card) and for obtaining via telephone from the licensing agency an electronic signature code.

Clicking on *Submit* transmits the application electronically and advances the user to the next screen.



To submit this application electronically, you will need to have a signature code to identify the application as an official submission. Please call (612) 296-xxxx to receive this code.



Signature Code

1245

Credit Card Number

5420 2350 7890

Expiration Date

12/12/94

Submit

Cancel

## Screen 36

This screen displays a receipt for the electronically transmitted application and displays a telephone number for inquiries.



To submit this application electronically, you will need to have a signature code to identify the application as an official submission. Please call (612) 296-xxxx to receive this code.

**Payment Receipt**

**Your application for a restaurant license has been received on:**



**September 06, 1994 at 13:18:02**

**Please allow three weeks for processing. If you have any questions about your application, please call (612) 296-xxxx.**



