



CITY OF SAINT PAUL

375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-8989
Facsimile: 651-266-9124
Web: www.stpaul.gov/dsi

License applications are subject to review by the public

Licenses are not transferable

LICENSE APPLICATION REQUIREMENTS for Auto Repair Garage \$507.00
Second Hand Dealer – Motor Vehicle Parts \$507.00

REQUIREMENT - PRIOR TO SUBMITTING A LICENSE APPLICATION

Prior to submitting your license application to DSI you must submit to the District Council representing the area a completed Class N License District Council Form with supporting plans. **District Council contact information may be found at the following website** <https://www.stpaul.gov/residents/live-saint-paul/neighborhoods/district-councils>

LICENSE APPLICATION SUBMISSION REQUIREMENTS

Note: Additional licenses, permits, and/or inspections (not listed) may be required depending on your mode(s) of business operation, business location, or if you are making any improvements to the property.

ITEMS #1-6 AND THE APPLICABLE FEE MUST BE SUBMITTED for an application to be deemed complete:

1. The following completed application forms:
 - **Class N License Application**
 - **Personal Affidavit form** (NOTE: all owners/partners/corporate officers and/or managers associated with the operation of the business must be listed on the license and complete this application form).
 - **Certificate of Compliance Minnesota Workers Compensation Law**
 - **Zoning Summary Sheet** (see item #6 for additional required supportive documentation)
 - **Contains Nonpublic Data** (MN sales tax ID #, Social Security #, or Federal Tax ID #; and credit card payment information (if paying by credit card))
2. If incorporated or partnership, provide:
 - A copy of your company's Certificate of Incorporation from the Minnesota Secretary of State (SOS), or proof of current registration with the SOS, demonstrating you have legal authorization to operate within Minnesota **AND one of the following**,
 - A signed statement listing the owners of the corporation (including the percentage of ownership held by each individual) **OR**;
 - Minutes of the first corporate meeting, elections of officers, and desire of corporation to enter into business involving the sale and service of liquor (the first corporate meeting minutes should include the distribution / allocation of corporate shares).
3. Submit a **cover letter / business plan** explaining your desire and intent for obtaining / operating the proposed business. Your business plan should include information such as the following: hours of operation, state example(s) of the type of work you will perform, include if you will/will not sell tires (specify if they're new and/or used), explain how you will dispose of tires (NOTE: you are responsible for ensuring that all tires are disposed of at an authorized Minnesota Pollution Control Agency facility), etc.
4. Submit a copy of your **signed business purchase agreement**.
5. Submit a **copy of a signed lease**. Please note, if your proposed use of the property is not specified within the lease, you must also submit a letter signed by the property owner (or their designated representative) allowing this type of use.

6. Supporting documents such as a **floor plan and site plan** are required with submission of the Zoning Summary Sheet. A change in ownership of an existing location does not exempt you from this requirement. Your site plan and floor plan should include information such as, but not necessarily limited to the following:
 - **Site Plan** – drawn to scale; dimensioned; showing all property lines, building location(s), any entry door(s) to the building, any garage bay door(s) to the building, driveway egress points, each individual parking space, clearly label which parking space(s) are allocated to each of the businesses operating at this location; etc.
 - **Floor Plan** – drawn to scale, dimensioned, showing all levels of the building, the number of service bays, customer waiting area, stating the square footages for each separate space, and the proposed and/or existing use(s) for each space, etc.
7. Submit an original \$5,000 Surety Bond - *Note: The Surety Bond expiration date must run concurrent with the license.* (The Surety Bond can be submitted after initial application for the license, but must be submitted before any license could be issued)

REQUIRED INSPECTIONS / PUBLIC NOTIFICATION REVIEW PROCESS:

8. This application will be administratively reviewed by DSI Licensing, Zoning, and Fire Inspection staff. This review may include on-site inspection(s) of the site to verify compliance with applicable regulations. You will be informed of any required inspection(s), including the name and telephone number of the inspector, after the submission of a completed license application. *The location must be in compliance with all applicable regulations and/or license conditions before any license may be issued.* **Generally speaking, a parking layout site plan must be approved by DSI Zoning Division before public notice may be sent.**
9. Upon receiving and processing the complete license application (approximately 1-2 weeks processing time), DSI will send out notification letters to your neighbors (within 350 feet), concerned constituents, block club / district councils, and city council, informing them of your application request and giving them 15 days to respond to your application. If no objections are received, your license will be sent to the City Council for review. If objections are received, a hearing will be scheduled before a legislative hearing officer. All interested persons will receive notice of the time, place and date of the scheduled hearing from the Legislative Hearing Officer. At that hearing, the hearing officer will take testimony from all interested persons and will make a recommendation to the City Council as to whether the license(s) should be approved, approved with conditions or be referred to an administrative law judge for further review. The City Council will have the final authority to grant or deny the license application. The license could be issued after City Council approval and all applicable requirements have been satisfied.
10. In addition to the required submission of the Class N License District Council Form, it's recommended you contact the district council representing this area to discuss your application.

TYPICAL LICENSE CONDITIONS

11. Please note, conditions including, but not necessarily limited to the following will be placed on your business license (some conditions may be updated, added and/or modified prior to license approval):
 1. All customer and employee vehicles must be parked in accordance with the approved site plan on file with the Department of Safety and Inspections (DSI) dated _____.
 2. The parking lot shall be striped in accordance with the approved site plan on file with DSI dated _____. A maximum of _____ vehicles may be parked on the property at any time.
 3. There shall be no exterior storage of vehicle parts, tires, oil or any other similar materials associated with the business. Trash will be stored in a covered dumpster. Storage of vehicle fluids, batteries, etc. shall be in accordance with the Ramsey County Hazardous Waste regulations.
 4. No vehicles under the control of the licensee can be parked and/or stored in the public right of way (e.g., street, alley, sidewalk, boulevard, etc.). This includes vehicles awaiting repair, and/or that have been

repaired and are awaiting pick-up by the owner of the vehicle.

5. The storage of vehicles for the purpose of salvaging parts is expressly forbidden. Vehicle salvage is not permitted.
6. No repair of vehicles may occur on the exterior of the lot or in the public right-of-way (e.g., street, alley, sidewalk, boulevard, etc.). All repair work must occur within an enclosed building.
7. Vehicle sales is not permitted.
8. Auto body repair and/or painting of vehicles is prohibited.
9. Customer vehicles may not be parked longer than ten (10) days on the premises. It shall be the responsibility of the licensee to ensure that any vehicle not claimed by its owner is removed from the lot as permitted by law.
10. Provide maneuvering space on the property to allow vehicles entering and exiting the site to proceed forward. Backing from the street or on to the street is prohibited.
11. Licensee must comply with all federal, state and local laws.

ADDITIONAL GOVERNMENTAL AGENCY REVIEWS

12. A Hazardous Waste Generators License must be obtained from Ramsey County Environmental Health Section. For information on how to obtain this license, you contact them at 651-266-1199 or go to the following website http://www.co.ramsey.mn.us/ph/hw/HW_licensing.htm

If you have any questions about the license application procedure, please contact a
DSI licensing project facilitator at 651-266-8989.