



CITY OF ANOKA
 2015 First Avenue
 Anoka, MN 55303
 Licensing: 763-576-2710



TANNING SALON

Information included in this application is classified as
PUBLIC INFORMATION and will be provided to the public upon request

PLEASE FULLY COMPLETE THE APPLICATION AND PRINT LEGIBLY

Required Documentation: Applications cannot be accepted without the following attachments and payment.

- Copy of current photo identification providing current address and date of birth.
- Workers Compensation Form (w/ copy of Insurance)
- SP:C1 Tax Clearance Form
- Supplemental Details Sheet (w/ required attachments)

(choose appropriate type of your application below)

- New Applicant**, you must also include:
 - Payment of Investigation Fee \$30.00
 - Payment of \$225.00 + \$20.00/per Bed

- Renewal Applicant**, you must also include: (Due by December 1st each year)
 - Payment of \$225.00 + \$20.00/per Bed
 - If you have a license that has lapsed or you are submitting your application past its due date, you must pay an additional \$25.00 or 10% of the total licensing fee (whichever is greater)
 - If your license has lapsed or has been submitted over 30 days past its expiration date or due date, you must apply for a new license and pay all applicable fees.

PERSONAL INFORMATION

Individual Submitting Application (Full First, Middle, Last Name)

Home Street Address _____ City/State _____ Zip _____

Home Phone (including area code) _____ Cell Phone (including area code) _____

Date of Birth: _____ Drivers License # _____
 State of Issuance: _____

BUSINESS INFORMATION

Business Name

Business Street Address

City/State

Zip

Business Mailing Address (if different from above)

City/State

Zip

Business Phone (including area code)

Alternate Phone (including area code)

PLEASE ANSWER ALL QUESTIONS TRUTHFULLY AND TO THE BEST OF YOUR KNOWLEDGE

(attached additional sheets as necessary)

- 1. Have you ever been convicted of any misdemeanor or felony violation of local ordinances (with the exception of misdemeanor traffic violations)? Yes No

If yes, provide details of convictions (date of offense, date of conviction, location, charge):

- 2. Have you ever been denied a license to conduct a like or similar activity or had such license suspended, revoked, or canceled, in any City/State?

Yes No If yes, provide details: _____

- 4. List all names, nicknames and aliases by which you have been known:

- 5. List two (2) of your previous addresses, immediately prior to your present address:

Street Address City/State Zip

Street Address City/State Zip

(I) do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Anoka, its agents, and employees, to obtain any necessary information and to investigate, if necessary, into the truth of the statements set forth in this application and my qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar the requirements of the City, which is detailed in the pertinent section of the Anoka City Code, which was provided to me with my original application, and of which I may request additional copies of by contacting the office of the City Clerk.

Signature of applicant:

Date: _____ **Signature:** _____

(for office use only)

Date Received: Received By: Complete Incomplete APD check Other check

SUPPLEMENTAL DETAILS

LICENSE TYPE: **Tanning Salon**

Additional Documentation: **Applications cannot be accepted without the following:**

- Copy of Lease
- Attach a list of all employees, providing their full name, full address and date of birth. If throughout your licensing period your employee list changes, you must immediately notify the City Clerk's office.

YES NO I am renewing my license with the same number of tanning beds that I licensed in the previous year. That amount is _____.

If no, how many additional beds are you requesting to be licensed _____.

YES NO Another business, other than tanning, is being operated on this property.

If yes, please describe the other type of business: _____
_____.

What percentage of the business is tanning _____%.

YES NO I am the owner of the property premises for which this license will be granted.

If no, you must attach proof of your authorized use or lease with the owner, providing the name, address and phone number of the property owners.

YES NO I am the sole owner of the business for which this license will be granted.

*If jointly owned or partnership, you must provide the following information on any/all joint owners and partners.
(Use additional sheets as necessary)*

Joint Owner/Partner (Full First, Middle, Last Name)

Home Street Address City/State Zip

Home Phone (including area code) Cell Phone (including area code)

Date of Birth: _____ Drivers License # _____

State of Issuance: _____



CERTIFICATE OF COMPLIANCE
MINNESOTA WORKER'S COMPENSATION LAW

PRINT LEGIBLY IN INK OR TYPE

Minnesota Statute, 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 worker's compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required worker's 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.

ALL APPLICANTS: 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.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

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

- I have no employees
 I have employees but they are not covered by worker's compensation law.
(see Minnesota Statute 176.041 for a list of excluded employees)

Explain why your employees are not covered: _____

COMPLETE THIS PORTION ONLY IF YOU ARE INSURED: *A valid worker's compensation policy must be always kept in effect by employers as required by law*

Business Name (Individual name only if no company name is used):

DBA (if applicable): _____

Address (must include street address): _____

Insurance Company Name (not agent): _____

Workers Compensation Policy No.: _____

Effective Date: _____ Expiration Date: _____

IF SELF-INSURED - ATTACH A COPY OF THE PERMIT TO SELF-INSURE

NOTE: If your worker's compensation policy is cancelled within the license period, you must notify the agency who issued the license/permit by resubmitting this form.



SP:CI TAX CLEARANCE FORM

(This form may contain private data – do not release to public)

PRINT LEGIBLY IN INK OR TYPE

Pursuant to Minnesota Statute, Section 270C.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business Tax Identification Number and/or the Social Security Number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your license, its' issuance or renewal.

Please supply the information and return this form along with your application to the agency issuing your license. DO NOT RETURN TO THE DEPARTMENT OF REVENUE.

Licensing Authority: CITY OF ANOKA, MINNESOTA

Signature: _____

Printed Name: _____

Date: _____

PERSONAL INFORMATION: *Complete this section only if you are applying as an individual and/or do not hold a Minnesota Tax Identification # or Federal Tax Identification #.*

Applicant Name: _____

Applicant Address: _____

Social Security Number: _____

BUSINESS INFORMATION: *Complete this section only if you are applying as a business.*

Business Name: _____

Db: _____

Minnesota Tax Identification #: _____

Federal Tax Identification #: _____

For businesses: If Minnesota Tax Identification # is not required, you must submit a written explanation.

ARTICLE VI. TANNING SALONS

DIVISION 1. GENERALLY¹

Sec. 22-343. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Employee means the person designated by the licensee/permittee for the facility to assist and instruct the public in the correct operation of the tanning facility.

Fee means the amount charged to any individual or group of individuals in exchange for use of a tanning facility whether direct or by virtue of membership or access.

Other compensation means the payment or exchange of goods or anything of value for use of a tanning facility.

Patron means any member of the public who is provided access to a tanning facility in exchange for a fee or other compensation or any individual who in exchange for a fee or other compensation is afforded use of a tanning facility as a condition or benefit of membership or access.

Tanning equipment means the sun lamp products and ultra-violet lamps intended to induce sun tanning through the irradiation of any part of the living human body.

Tanning facility means a room or booth, or suite of rooms under one management at one address, which house ultra-violet lamps or products containing such lamps intended for the irradiation of any part of the living human body for cosmetic or nonmedical related purposes.

(Prior Code, § 22-291)

Sec. 22-344. Facilities and equipment.

- (a) Users shall, on each visit, be provided, free of charge, with sanitary eyewear that will protect eyes from ultra-violet radiation and allow adequate vision necessary to maintain balance.
- (b) The operator shall inspect the facility to ensure that the floors are dry. Such floors are to be made dry prior to each individual's use.
- (c) The operator shall post signs and supply handouts warning consumers of the potential effects of radiation on persons taking medication and the possible relationship of radiation to skin cancer.
- (d) The operator shall be responsible for manufacturer specified sanitizing procedures for all sun lamp equipment between every use.

¹State law reference(s)—Tanning facilities, M.S.A. ch. 325H; authority for local regulations, M.S.A. § 325H.10.

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- (e) Convenient toilet facilities and dressing rooms shall be provided with all tanning facilities. Toilet facilities shall include a water closet and hand washing sinks. Toilet facilities and dressing rooms shall be clean and in working order at all times.
 - (f) All tanning rooms, booths and cubicles or other areas where patrons utilize tanning equipment shall be so equipped and constructed so as to provide complete privacy to the patron. No licensee, or employee, shall intentionally view, photograph or videotape any tanning patron while in a tanning room, booth, cubicle or other area, nor allow any other person to do so.

(Prior Code, § 22-292)

Secs. 22-345—22-361. Reserved.

DIVISION 2. LICENSING

Sec. 22-362. License required.

No person shall engage or carry on an operation of a tanning facility used by the public for a fee or other compensation without a license issued by the city council for each and every separate office or place of business operated by such person in the city.

(Prior Code, § 22-311)

Sec. 22-363. Application.

- (a) Every applicant for a license required by this division shall file an application under oath with the city upon a form provided by the office of the city manager, and pay an application fee in the amount determined by the city council. No application fee shall be refunded. The application, once accepted, shall be referred to the city building official and city fire marshal for investigation. Copies of the application shall be forwarded to such other city departments as the city council shall deem necessary for verification and investigation of the facts set forth in the application. The building official and fire marshal shall make a written recommendation to the city council as to the issuance or nonissuance of the license within 30 days. The city council may order and conduct such additional investigation as it deems necessary.
- (b) Each application shall include the following information:
 - (1) Applicant/owner's full name, date of birth, mailing address and all telephone numbers. The term "applicant" includes all partners of a partnership and the officers and managing agents of the corporation;
 - (2) The name of the tanning facility and a complete description of services to be provided;
 - (3) Copies of identifications, such as a driver's license and social security card of applicant/owner;
 - (4) Name, address and date of birth of each employee who will be employed in such establishment;
 - (5) A description of any other business to be operated on the same premises or on adjoining premises owned or controlled by the applicant/owner;
 - (6) Authorization for the city, its agents and employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant for the license;

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- (7) Such other identification and information as required by the city necessary to discover the truth of the matters specified in this division as required to be set forth in the application.
 - (c) If the owner/operator operates more than one such tanning facility, the owner/operator shall file a separate application and fee for each facility owned or operated. Within 30 days of receipt of such application, the building official and fire marshal shall complete the initial inspection of the premises of such tanning facility and ensure that the premises and tanning facility are installed and will be operated in accordance with this article.
 - (d) In the event of a change of ownership, the new owner will be required to apply for a license to own and operate such a tanning facility within 30 days after taking possession of the property.

(Prior Code, § 22-312)

Sec. 22-364. Conditions governing issuance.

- (a) No license shall be issued if the applicant or any of its owners, employees or agents have been convicted of a felony.
- (b) No license shall be issued if the applicant or any of its owners, employees or agents have been convicted of any offense which involves moral turpitude or which directly relates to the applicant's ability, capacity or fitness to perform the duties, and discharge the responsibilities of the licensed activities.
- (c) Licenses shall be issued only to applicants who have not, within two years prior to the date of application, been denied licensure or who have not, within such period, had their license revoked.
- (d) Licenses shall be issued only to applicants who have fully answered all the information requested in the application, have paid the full license fee, and have cooperated with the city in review of the application.
- (e) If the applicant is a natural person, the license shall be granted only if such person is 18 years of age or older.
- (f) Licenses may be granted only for locations in such commercial districts in which such conduct is properly zoned pursuant to the provisions of this Code. Licenses shall be granted only to businesses which can meet the safety, sanitary and other building code requirements of the city.

(Prior Code, § 22-313)

Sec. 22-365. License fee.

The fee to be paid to the city for a license for a tanning facility shall be as established by the city council.

(Prior Code, § 22-314)

Sec. 22-366. Renewal; nontransferability.

- (a) The license issued by the city pursuant to this division shall be renewed each year on or before January 1.
- (b) The license issued under this division is valid only for the location stated on the license and is not transferable.

(Prior Code, § 22-315)

Sec. 22-367. Display of license.

The license shall be displayed in a conspicuous place on the premises of the tanning facility.

(Prior Code, § 22-316)

Sec. 22-368. Suspension and revocation.

Any license issued under this division may be revoked, suspended or not renewed by the city council upon a showing that the licensee, its owners, employees or agents, have engaged in any of the following conduct:

- (1) Maintained unsanitary or other conditions in the operation of the facility, which in the health officer's judgment, constitute a substantial hazard to the public health.
- (2) Fraud, deception or misrepresentation in connection with the securing of the license.
- (3) Any conduct which would constitute grounds for refusal to issue a license.
- (4) Conduct adversely affecting the public health, safety and welfare.
- (5) Failing to comply with any of the requirements pursuant to section 22-344.

(Prior Code, § 22-317)

Secs. 22-369—22-394. Reserved.