



CITY LICENSE APPLICATION

City of Anoka Licensing Dept
2015 1st Ave
Anoka MN 55303

THIS APPLICATION, FEE AND REQUIRED DOCUMENTATION MUST BE FILED AND LICENSE OBTAINED BEFORE YOU CAN LEGALLY ENGAGE IN CERTAIN TYPES OF BUSINESSES IN THE CITY OF ANOKA, MINNESOTA.

763-576-2740 or 763-576-2712
www.anokaminnesota.com

APPLICATION FEES ARE ONLY REFUNDABLE IF APPLICATION IS WITHDRAWN PRIOR TO APPROVAL.

INCOMPLETE APPLICATIONS ARE NOT ACCEPTED

TRANSIENT MERCHANT LICENSE

Transient merchant. Means any person, firm or corporation who engages temporarily in the business of selling or delivering goods, wares, or merchandise within the City, and who, in the furtherance of such purposes, hires, leases, uses or occupies any of the following or any portion thereof: building, structure, lot, vacant lot, motor vehicle, trailer, railroad car, or tent.

- ☐ \$30.00 Investigation Fee
- ☐ \$70 per day ☐ \$125 per month ☐ \$550 per year
- ☐ Written permission from property owner (if applicable, unless you are owner)
- ☐ Workers Compensation Form (required by State Law) Form attached (attach copy of insurance)
- ☐ SP:C1 Tax Clearance Form (required by State Law) Form attached
- ☐ Tennessee Warning (required by State Law) Form attached
- ☐ Copy of Anoka County Food/Beverage License or Reciprocity Agreement Contact Anoka County Environmental Services for Application 763-422-7063

NOTICE TO APPLICANTS: Providing false information will result in the denial of your license

(I) do hereby swear that I have submitted all of the required documentation as listed above and 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 conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this 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 with the requirements of the City, as are amended from time to time, and of which is detailed in the pertinent section of the Anoka City Code, which was provided to me with my original license application, and of which I may request additional copies of by contacting the office of the City Clerk.

Signature of Individual: _____ Date: _____

APPLICANT INFORMATION:

Name (Full, Middle, Last)

Home Address

City

State

Zip

Home or Cell Phone Number (include area code)

Date of Birth

Driver's License Number

State Issued

BACKGROUND INFORMATION:

1. Have you ever been convicted of any misdemeanor or felony violation of local ordinances (with the exception of misdemeanor traffic violations)? ☐ No ☐ Yes If yes, provide details;

Type Conviction	Date of Conviction	Location (County & State)
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2. Have you ever applied for or held a license to conduct a like or similar activity in any other City or State, not including in Anoka? ☐ No ☐ Yes If yes, provide details;

Type of License	Date held	Location (City & State)
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3. Have you ever been denied a license (or had a license suspended or revoked) to conduct a like or similar activity in any other City of State, not including Anoka? ☐ No ☐ Yes If yes, provide details;

Type of License	Reason for denial/sus/rev	Date of denial/sus/rev	Location (County & State)
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BUSINESS INFORMATION: *(if applicable)*

Business Name

Business Street Address	City	State	Zip
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Business Phone Number (include area code)

Location of Sales: _____

Date(s): _____ **Time(s):** _____

Description of products to be sold: _____

I/Business is the owner of the property in which the sales will occur. ☐ Yes ☐ No

If no, you must attach written permission from the property owner

_____ (INITIAL) It is the licensee's responsibility to be aware of when their license expires. Licensee's must contact the City office at least thirty (30) days in advance of the expiration date of their license to obtain a license renewal packet.



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: _____

Dbas: _____

Minnesota Tax Identification #: _____

Federal Tax Identification #: _____

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



**APPLICATION FOR LICENSE INVOLVING
PRIVATE OR CONFIDENTIAL INFORMATION
(Tennessen Warning)**

THIS FORM MUST BE COMPLETED BY ALL INDIVIDUALS LISTED IN APPLICATION

In connection with your request for a license/registration the City of Anoka has asked that you provide it with information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270C.72.*
3. You are required to supply the requested information.
4. The known consequence of supplying the requested information is as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

Applicant's Signature: _____

Printed Name of Applicant: _____

Date: _____ DOB: _____

ARTICLE IV. PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS¹

DIVISION 1. GENERALLY

Sec. 22-145. 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:

Nonprofit canvasser/solicitor means any organization, society, association or corporation that solicits, or has solicited in its name, donations of money or property or financial assistance of any kind or desiring to sell or distribute any item of literature or merchandise for which a fee is charged or solicited from persons other than members of such organizations, upon the streets, an office or business building, by house-to-house canvass or in public places for charitable, religious, patriotic philanthropic or other nonprofit purpose.

Peddler means any person who goes upon the streets, sidewalks or other property in the city showing goods or merchandise for sale and selling them. The term "peddler" also means any person who travels from place to place within the city carrying or transporting goods or merchandise and selling them.

Solicitor means any person who goes from residential house to house, business to business, or upon the streets and sidewalks or other public areas for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services, of which he may be carrying or transporting samples, or that may be described in a catalog or flyer, or by any means, and for which delivery or performance shall occur at a later date. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as described in this definition.

Transient merchant means any person who engages temporarily in the business of selling or delivering goods, wares, or merchandise within the city, and who, in the furtherance of such purposes, hires, leases, uses or occupies any of the following or any portion thereof: a building, structure, lot, vacant lot, motor vehicle, trailer, railroad car, or tent.

(Prior Code, § 22-151)

Sec. 22-146. Exemptions.

This article does not apply to the following:

- (1) Vendors of milk, groceries, bakery products, or other perishable commodities or vendors of soft water service or laundry and dry cleaning pickup and delivery who make an uninvited call upon the occupant of a residence as a preliminary step to the establishment of a regular route service for the sale and

¹State law reference(s)—Hawkers, peddlers and transient merchants, M.S.A. ch. 329; authority relative to transient commerce, M.S.A. §§ 410.33, 412.221, subd. 19, 437.02; municipal regulation of hawkers, peddlers and transient merchants, M.S.A. § 329.15.

delivery of such commodities or the providing of such services to regular customers; or for the sale of goods, merchandise or services to business, commercial, or industrial users at their place of business.

- (2) Sidewalk sales authorized by the city council.
- (3) Garage sales or rummage sales when conducted in or by a nonprofit institution, or when conducted upon the premises of an owner of the articles being offered for sale, provided that such sales do not last longer than 72 hours, and provided that no more than three sales be conducted at any given location within one year.
- (4) Any bona fide auction sale by a city resident.
- (5) Any sale under court order.
- (6) The sale and display of merchandise as allowed by this Code.
- (7) The sale of regularly published newspapers.

(Prior Code, § 22-152)

Sec. 22-147. Special events standards.

The following standards shall apply to events as designated by special event approved license:

- (1) Any previously issued peddler or transient merchant license or solicitor registration other than a nonprofit canvasser/solicitor registration:
 - a. Which is applied for and scheduled to take place during a time which overlaps the days, geographical areas and times of approved special events, as designated by special event approved license, shall require approval by the governing board of the special event.
 - b. For a duration of time which overlaps the days, geographical areas and times of special events, as designated by special event approved license, shall not be effective for the designated days, areas or times of such events.
- (2) The governing board of the special event may designate where peddlers and transient merchants shall set up their outside booth or sales stand, including those located on private property. This subsection will apply to the designated areas of special events as determined by special event approved license.
- (3) In addition to the registration requirements of this article, all solicitors, other than nonprofit canvassers/solicitors, must have the written consent of the governing board of any special event as determined by special event approved license, to conduct regulated activities during the designated times and areas of the special event. The governing board of the special event may regulate the time, place and manner of solicitation activities.
- (4) Any person violating any provision of this section is guilty of a petty misdemeanor and, upon conviction, shall be subject to the penalties set forth in M.S.A. § 609.02, subd. 4a., as amended, and shall be subject to a fine as set forth in the city's master fee schedule. Any subsequent violation of this section shall be a misdemeanor and, upon conviction, shall be subject to the penalties set forth in M.S.A. § 609.02, subd. 3, as amended.

(Prior Code, § 22-153)

Sec. 22-148. Peddlers and solicitors may be prohibited by placard.

Any resident of the city who wishes to exclude peddlers, solicitors or nonprofit canvassers/solicitors from premises occupied by the resident may place upon or near the usual entrance to such premises a printed placard or sign bearing the following notice: "Peddlers and Solicitors Prohibited," in letters at least one-half inch high. No peddler or solicitor shall enter in or upon any premises or attempt to enter in or upon any premises where such a placard or sign is placed and maintained. No person other than the person occupying such premises shall remove, injure, or deface such placard or sign.

(Prior Code, § 22-154)

Sec. 22-149. Permission of property owner required.

In addition to all other requirements and prohibitions of this article, no transient merchant shall sell or offer for sale any goods, wares, or merchandise within the city from a stationary location on public or private property without first obtaining the written consent of the property owner or occupant.

(Prior Code, § 22-155)

Sec. 22-150. Prohibited conduct.

- (a) No peddler, solicitor, nonprofit canvasser/solicitor, or transient merchant shall create a public nuisance as that term is defined by state or local law; nor shall any person engage in business after the hour of 8:00 p.m. or before 9:00 a.m. unless a previous appointment has been made; nor shall any person furnish false information on the application required in section 22-171; nor shall any such person sell merchandise or services by means of statements which the person making them knows or should know are false or misleading; nor shall any such person violate any provision of chapter 78. No transient merchant shall occupy any area within a sight triangle at any intersection for the purpose of advertising or conducting business.
- (b) For the purpose of this section, a sight triangle is the area located at the corner of intersecting streets contained by a triangle composed of sides measuring 50 feet in length from the corner along the curblane or edge of the street and the line connecting the nonjoining ends of those two sides.

(Prior Code, § 22-156)

Secs. 22-151—22-168. Reserved.

DIVISION 2. LICENSING

Sec. 22-169. License and registration required.

- (a) No peddler or transient merchant shall sell or offer for sale any goods, wares, or merchandise within the city unless a license therefor shall first be secured as provided by this division.
- (b) No person shall conduct business as a peddler, solicitor, or transient merchant within the city limits without first having obtained the appropriate license.
- (c) All for-profit solicitors shall be required to register with the city. Registration shall be made on a form supplied by the city. A registration processing fee shall be required. Such fee shall be established by the city council to offset administrative costs and the costs of investigations. No additional licensing fee shall be

required. The city shall conduct background investigations on all solicitors listed in the application and, upon successful investigations, shall issue to the registrant proof of registration, which shall be nontransferable.

(d) Nonprofit canvasser/solicitor.

- (1) Any organization, society, association or corporation desiring to solicit, or have solicited in its name, money, donations of money or property or financial assistance of any kind or desiring to sell or distribute any item of literature or merchandise for which a fee is charged or solicited from persons other than members of such organizations, upon the streets, an office or business building, by house-to-house canvass or in public places for charitable, religious, patriotic, philanthropic or other nonprofit purpose shall be exempt from licensing and fees as stated in this division, provided a registration application in writing on a form furnished by the city is filed, which shall include the following information:
 - a. Name and purpose of the cause for which the license is sought;
 - b. Names and addresses of the officers or directors of the organization;
 - c. The period during which the solicitation is to be carried on;
 - d. Whether any commissions, fees, wages or emoluments are to be expended in connection with such solicitation;
 - e. The names and addresses of all persons conducting the canvassing/solicitation.
- (2) Local church and school related entities shall be exempt from the registration application of this section.
- (3) Upon the foregoing being satisfied, such organization, association or corporation shall furnish all its members, agents or representatives conducting the solicitation, credentials in writing stating the name of the organization, name of agent, and the purpose of the solicitation. Such credentials shall be kept on the person of the members, agents or representatives during the actual solicitation and be presented to anyone requesting to see the same.

(Prior Code, § 22-176)

Sec. 22-170. Group sales.

In the case of group sales where two or more transient merchants are engaged in business at the same time and location, it shall not be necessary for any such transient merchant to obtain a license under this division, provided that the sponsor, promoter, or organizer of the group sale has obtained a license as required under this division and has submitted such information for all other transient merchants involved in the group sale as may be required by the city manager.

(Prior Code, § 22-177)

Sec. 22-171. Application and issuance.

- (a) Application for such license shall be made to the city clerk on a form supplied by the city. The applicant shall include:
 - (1) The name, address, and date of birth of the applicant and of all persons associated with the license;
 - (2) A photocopy of a current state-issued identification, driver's license or passport for each individual listed in the application;

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- (3) A brief description of the nature of the business and the goods to be sold;
 - (4) The name, address and phone number of the employer or business, if any;
 - (5) Any felonies or gross misdemeanors, or any crimes of theft, fraud or crimes of physical danger or threat, of which the registrant has been convicted, and the nature of the crimes of which the registrant was convicted and the date and place of each conviction;
 - (6) In the case of transient merchants, the place where the business is to be carried on.
- (b) Applications shall be investigated by the city. Upon completion of a successful investigation, a license or proof of registration will be granted by the city to the applicant. Such proof of registration for peddlers and for-profit solicitors must be conspicuously worn at all times when peddling or soliciting in the city. Transient merchants must conspicuously post the city license on the premises at which sales occur.
 - (c) Sales that include the sale of food must obtain the appropriate county license and must submit with their city application proof of approved by the county.
- (Prior Code, § 22-178)

Sec. 22-172. Denial of license.

- (a) *Reasons for denial.*
 - (1) A license may be denied if:
 - a. The applicant, or anyone whose activity would be covered by the license, has been convicted of a felony, gross misdemeanor or any crime of theft, fraud or conviction of any crime that may endanger the safety of the public;
 - b. The applicant has furnished false information on the application;
 - c. The applicant has previously sold goods in the city without a license if one was required.
 - (2) No transient merchant license shall be issued unless the applicant submits written consent of the property owner, as required under in this article, along with the license application.
 - (3) No peddler or transient merchant license shall be issued to peddlers or transient merchants whose sales occur directly from vehicles on any city street outside of residential districts unless otherwise approved by the city in conjunction with a licensed special event.
 - (4) No transient merchant license shall be issued for sales from any location which does not have sufficient parking for customers or for areas where customers or customer parking would interfere with normal traffic flow as determined by the city.
 - (b) *Appeal of denial.* In the event of the denial of the application, the applicant shall have the right to appeal such decision to the city council within ten days after receipt of such denial. The city council shall consider the appeal by the applicant at a regularly scheduled meeting. The decision of the city council shall be final.
- (Prior Code, § 22-179)

Sec. 22-173. License fees.

Fees for licenses shall be established by the city council. Events identified by city staff that will require additional police or security services or community service officers services will be charged a fee as established in the master fee schedule or determined by city council or staff.

(Prior Code, § 22-180)

Sec. 22-174. Duration of license.

Each license shall be valid only for the period specified in such license.

(Prior Code, § 22-181)

Sec. 22-175. License to be carried or displayed.

All licenses shall be carried by the licensee and the license shall be exhibited to any officer or citizen upon request. If any business is conducted from a stationary location, the license shall be conspicuously posted and displayed.

(Prior Code, § 22-182)

Sec. 22-176. License not transferable.

All licenses under this article shall be nontransferable. No refunds shall be made on unused portions of a license. Each peddler, solicitor, or transient merchant shall secure a separate license.

(Prior Code, § 22-183)

Sec. 22-177. Revocation of license.

The license issued pursuant to this article may be revoked by the city council after notice and hearing, for any of the following reasons:

- (1) Any fraud, misrepresentation, or false statement contained in the registration or in the application for license;
- (2) Any fraud, misrepresentation, or false statement made in connection with the selling of goods, wares or merchandise;
- (3) Any violations of this article;
- (4) Conviction of the licensee of any crime involving moral turpitude, fraud, or theft;
- (5) Conducting the business licensed under this article in any unlawful manner or in such manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public.

(Prior Code, § 22-184)

Secs. 22-178. Suspension.

- (a) The city has the right to suspend a license during the pendency of any criminal charges alleging acts of dishonestly, assaultive type behavior, disorderly conduct, or any other violations of state or local laws as the city deems reasonable or necessary.
- (b) The applicant will be notified of the suspension with the right to petition the city council for reinstatement. The city council shall consider the petition for reinstatement at a regularly scheduled meeting. The city council decision shall be final.

(Prior Code, § 22-185)

Secs. 22-179—22-237. Reserved.