

Have you submitted . . .

- Completed Tobacco-Related Products License Application
- Investigation Fee
- License Fee
- Proof of Workers' Compensation Insurance Coverage Form
- Minnesota Business Tax Identification Form
- Proof of Payment of Property Taxes

Questions . . .

To obtain a tobacco-related products license application or for more information please call:

Deputy City Clerk
(763) 569-3308
Monday – Friday
8:00 a.m. – 4:30 p.m.



6301 Shingle Creek Parkway
Brooklyn Center, MN 55430-2199
Telephone (763) 569-3300
TTY/Voice 711
Fax (763) 569-3494
www.cityofbrooklyncenter.org



Tobacco Related Products License Procedures

Revised 1/19

License Requirements

The City of Brooklyn Center requires the licensing of tobacco-related products as defined in Section 23-101 of its Ordinance. The license period is the calendar year, January 1 through December 31. The annual license fee for a tobacco-related products license is \$300. Please complete or provide the following:

- **License Application** – completed application as required in Section 23-103 of the City Ordinance
- **Investigation Fee** – \$150 (checks made payable to the City of Brooklyn Center)
- **License Fee** – \$300 (checks made payable to the City of Brooklyn Center)
- **Proof of Workers' Compensation Insurance Coverage Form** – completed form as required by Minnesota Statute Section 176.182
- **Minnesota Business Tax Identification Number** – completed form as required by Minnesota Statute Section 270.72
- **Proof of Payment of Property Taxes** – submit a copy of Hennepin County tax statement showing taxes paid or visit Hennepin County website at www.co.hennepin.mn.us

License Restrictions

Section 23-104. RESTRICTIONS.

1. The following shall be grounds for denying the issuance of or renewal of a license under Sections 23-101 through 23-108.
 - a. The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to tobacco products, or tobacco-related devices, or has had a license to sell tobacco products or tobacco-related products revoked or suspended with the past five years.
 - b. The applicant fails to provide any information required on the application or provides false or misleading information.
2. No license may be issued or renewed:
 - a. To any applicant who is under 21 years of age.
 - b. To any applicant who is prohibited by federal, state, or other local law, ordinance, or regulation from holding such a license.

- c. To any applicant who has fees or charges to the City or the County that are due and unpaid.
- d. For any premises for which property taxes or city utility charges are due and unpaid.

License Approval

Upon the City Clerk's receipt of a completed tobacco-related products license application, appropriate license fee, Proof of Workers' Compensation Insurance Coverage form, and Minnesota Business Tax Identification Number form, the Police Department will complete an investigation and, based on the investigation, will recommend approval or denial of the license application.

Once approved by the Police Department, the license application will be presented to the City Council for consideration at its next regular meeting. The City Council meets on the 2nd and 4th Monday of the month. License materials must be submitted at least seven (7) days prior to a City Council meeting.