



1245 W Hwy 96 \* Arden Hills MN 55112  
 Phone 651.792.7800 \* Fax 651.634.5137  
[www.cityofardenhills.org](http://www.cityofardenhills.org)

# 2023 City Business License/Registration

## Applicant Information *(please print)*

Business Name <b>EXACTLY</b> as it is registered with the State of MN	
Applicant Name	
Property Address, <b>Including</b> Zip Code	
Local Phone Number	Number of Employees at Arden Hills Location
Email Address	Provide Social Security Number IF no tax ID # is available. (per State Statute 270C.72, Subd. 3)
MN Tax ID Number (per State Statute 207C.72, Subd. 3)	Federal Tax ID Number (per State Statute 207C.72, Subd. 3)
Nature of Business	

## Preferred Mailing Information *(if different from above)*

Company Name (or Property Owner Name for In Home Businesses)			
Mailing Address	City	State	Zip
Contact Name	Contact Phone Number	Contact Email Address	

## License Types *(check all that apply, see fees on reverse)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Amusement Facility                            | <input type="checkbox"/> Grocery Store - _____ square feet  | <input type="checkbox"/> Restaurant - _____ square feet |
| <input type="checkbox"/> Amusement Devices - #Loc _____ #Devices _____ | <input type="checkbox"/> Hotel/Motel - # of Rooms _____     | <input type="checkbox"/> Retail Sales                   |
| <input type="checkbox"/> Bulk Fuel Storage - # of units _____          | <input type="checkbox"/> In Home Business                   | <input type="checkbox"/> Service Station                |
| <input type="checkbox"/> Drive-thru Restaurants                        | <input type="checkbox"/> Massage Therapist Establishment    | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Firework Sales                                | <input type="checkbox"/> Permanent Signs - # of Signs _____ |   |

## Required Submittals

- Payment - see reverse side for **Fee Schedule**.  
**If no fee is listed for your type of business, please Register by returning the completed application form and insurance certificate.**
- Certificate of Liability Insurance of at least \$100,000 for bodily injury to any one person, including accidental death, and not less than \$300,000 aggregate; property damage liability of at least \$100,000 for each accident and not less than \$100,000 aggregate.  
 This is a one-page document available from your insurance provider.
- Certificate of Worker's Compensation to the minimum acceptable levels of the State of Minnesota.  
**OR: Signed Worker's Compensation Waiver:**

*If you are a sole proprietor and have chosen not to carry worker's comp, the following waiver must be signed:  
 As a sole proprietor or partnership, I/we have chosen not to carry Worker's Compensation Insurance on myself/ourselves.*

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

**All Applicants Sign Here:**

**Date:**

The City Council will be approving the 2023 Fee Schedule at an upcoming meeting.

<b>City of Arden Hills – 2023 Fee Schedule</b>		
Sidewalk Sales		\$53.00
Business Licensing – Amusement Facilities	Includes arcade, dance hall, movie theater, pool/billiard tables, bowling alleys, indoor tennis, skating facility, outdoor tennis, driving ranges, etc.	\$105.00
Business Licensing – Wholesale Bulk Fuel Storage	Liability insurance required	\$210.00
Business Licensing – Hotel/Motel		\$6.50/room
Business Licensing – Courtesy Bench, Non-advertising		\$26.00
Business Licensing – Courtesy Bench, Advertising		\$79.00
Business Licensing – Mechanical/Electronic Devices	Includes musical devices, amusement rides, bowling alleys, etc.	\$15.00/location + \$15.00/machine (State Statute 449.15 limits fees to \$15)
Business Licensing – Retail Sales	Includes antique shops, beauty/barber shops, boat dealers, Christmas tree sales, dry cleaning, laundry, bakery, candy, meats, wholesale foods, caterers, motor vehicle sales, optometrist, mortuary, video sales/rentals, over-the-counter tobacco sales, vending machines (excluding tobacco), & other retail goods not listed	\$53.00
Business Licensing – Restaurants, Cafes, Coffee Houses, etc.		\$21.00 up to 1,000 square feet, \$42.00 for 1001-2000 square feet, \$63.00 for 2001-3000 square feet, etc.
Business Licensing – Restaurants, drive-thru		\$315.00
Business Licensing – Service Stations		\$105.00
Business Licensing – Grocery		\$21.00 up to 1,000 square feet, \$42.00 for 1001-2000 square feet, \$63.00 for 2001-3000 square feet, etc.
Charitable Gambling Permit – Per Minnesota State Statute, Chapter 349	Includes investigation fee	\$158.00
Tobacco Sales License	Includes investigation fee	\$300.00
Fireworks Sales	As part of existing business	\$100.00 (MN Statute 624.20 sets maximum permit fee at \$100.00)
Fireworks Sales	Exclusive Business	\$350.00 (MN Statute 624.20 sets maximum permit fee at \$350.00)
Massage Therapist	Annual Fee, Includes investigation fee	\$53.00
Massage Therapist Establishment	Annual Fee, Includes investigation fee	\$158.00
Solicitors, Peddlers, Transient Permit – For-Profit Organizations	Please reference Section 350 of the Municipal Code for more information	\$158.00 background investigation + \$105.00/month permit fee
Solicitors, Peddlers, Transient Permit – Non-Profit Organizations	Please reference Section 350 of the Municipal Code for more information	No charge
Garbage Hauler	Annual	\$158.00
Recycling Hauler	Annual	\$158.00
Permanent Signs, Annual Renewal	Per Sign, 100 square feet or less	\$25.00 each
<b>Investigation Fees</b>		
Tobacco, Liquor, Charitable Gambling, & Solicitor's Permits		\$158.00