



1245 W Hwy 96 * Arden Hills MN 55112
 Phone 651.792.7800 * Fax 651.634.5137
www.cityofardenhills.org

2024 City Business License/Registration

Applicant Information *(please print)*

Business Name EXACTLY as it is registered with the State of MN	
Applicant Name	
Property Address, Including 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 Type I | <input type="checkbox"/> Service Station |
| <input type="checkbox"/> Drive-thru Restaurants | <input type="checkbox"/> Permanent Signs - # of Signs _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Firework Sales | | |

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:** _____

City of Arden Hills – 2024 Fee Schedule

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
Investigation Fees		
Tobacco, Liquor, Charitable Gambling, & Solicitor's Permits		\$158.00