



**City of Maplewood**  
 Office of the City Clerk  
 1830 County Road B East | Maplewood, MN 55109  
 651-249-2001 | 651-249-2957 (fax)  
[www.MaplewoodMN.gov](http://www.MaplewoodMN.gov)

Approved By:  
 Building Official  
 City Manager  
 City Planner  
 Fire Marshal  
 Fee Paid: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_

## BUSINESS REGISTRATION

**JULY 1 THROUGH JUNE 30, ANNUALLY**

*A Business Registration is required of any person or company that operates within the City of Maplewood and is not otherwise required to hold a business license or permit issued by the City.*

### REGISTRATION APPLICATION CHECKLIST:

**To prevent delay, please ensure the following information is submitted.  
 Incomplete applications are not accepted and will be returned immediately.**

- Business Registration Application
- Registration Fee of \$40.00

#### **Applicant Information** (Individual who executes and signs this application)

Name of Applicant \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

#### **Business Owner Information:**

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Owner is a:  Natural Person  Partnership  Corporation  Foreign Corporation

#### **Business Information** (to be registered in Maplewood, MN)

Name of Business \_\_\_\_\_ DBA \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Website \_\_\_\_\_ Date Opening \_\_\_\_\_

Is this property owned or leased?  Own  Lease

Briefly describe the type of business, including (general) products and services offered (attach additional sheet, if necessary)

---



---



---

Renewal notice should be mailed to:

\_\_\_\_\_

Attn:

\_\_\_\_\_

**Tax Identification Information:**

Please provide the following:

Federal Tax ID \_\_\_\_\_

MN State Tax ID \_\_\_\_\_ OR

SSN \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

*MN §270C.72 requires the licensing authority to, upon request, provide to the Minnesota Commissioner of Revenue the business identification number or social security number of each license applicant.*

**Workers' Compensation Coverage:**

I carry Workers' Compensation Insurance

Insurance Company Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I am Self-Insured (attach a copy of the permit to self-insure)

I am not required to have workers' compensation liability coverage

*MN §176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MN §176.181, Subd.2. Upon request, the information will be furnished to the Department of Labor and Industry.*

The data in this application will be used to approve your registration. Upon approval of registration, the information contained in this application shall be deemed public unless private by State Statute. Private data is available to you and the City or State staff who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your registration if you do not provide it.

I will familiarize myself with the provisions of the Maplewood City Code, and with applicable Minnesota Statutes and federal regulations. This business will be conducted in compliance with the above regulations, statutes and ordinances.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Maplewood to investigate and make whatever inquiries necessary to verify the information provided.

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



Below is a list of licenses and permits that are required by the Maplewood City Code. If your business is not required to obtain a license or permit according to the list below, then a Business Registration should be submitted to the City prior to operation.

An application for the licenses and permits listed below can be obtained online at [www.maplewoodmn.gov](http://www.maplewoodmn.gov) under Services > Citizen Services > Business Licenses, Permits and Registrations. Questions regarding applications or license requirements can be directed to Regan Beggs at 651-249-2005 or [regan.beggs@maplewoodmn.gov](mailto:regan.beggs@maplewoodmn.gov).

Adult Use & Sexually Oriented Business  
Alarm System  
Amusement Park  
Antique Dealer  
Automobile & Trailer Rental  
Body Art Establishment  
Cigarette and Tobacco Sales  
Commercial Kennel  
Courtesy Bench  
Dynamic Display Sign  
Firework Sales  
Gasoline Station  
Food Establishment

Home Occupation  
Liquor Establishment  
Lodging Establishment  
Motor Vehicle Repair  
Mobile Food Unit  
Pawn Shop  
Massage Center  
Massage Therapist  
Secondhand Dealer  
Public Pool  
Solid Waste Collection  
Used Car Dealer