

# City of Minot

March 28, 2019

TO: Alcoholic Beverage Sales License Holder  
FROM: Kelly Matalaka, City Clerk  
RE: Beverage Sales License Annual Renewal

Enclosed is an annual renewal application for your City of Minot Alcoholic Beverage Sales License. Some changes have been made to the ordinance which will affect the renewal process this year. The notarized application form must be received in the **City Clerk's Office**, at 515 2<sup>nd</sup> Avenue SW, before 4:30 p.m. on **Monday, April 29, 2019**. The building inspection, fire inspection, and background check must be approved prior to the June 17<sup>th</sup> City Council meeting if there is to be no disruption to your business.

In order to align the renewal period with the State, this year's license will be for a period of July 1, 2019 through December 31, 2020. This also means the fee for the license will be for 18 months instead of 12 months. An invoice is included for the annual fee plus 6 months.

Section 5-22 of the City of Minot Code of Ordinances, has been deleted so the entire balance of the license fee is due at the time of submission.

There is a requirement for **All License Holders** that allow entrance to individuals under the age of twenty-one, to file with the renewal application a statement by a certified public accountant indicating the establishment's books have been examined and tested for the previous year's gross sales to determine sales from food exceed gross sales from the sale of alcoholic beverages in the dining area. in lieu of a certified public accountant's statement, the licensee may furnish a certified copy of the licensee's sales tax returns for the most recent 12-month period prior to renewal.

If you have questions, please call the City Clerk, Kelly Matalaka, at 857-4752.

**City Clerk**