

City of Austin



500 Fourth Avenue NE  
Austin, Minnesota 55912-3773

Phone: 507-437-9940  
www.ci.austin.mn.us

## MOVABLE BUSINESS LICENSE

### NEW LICENSE REQUIREMENTS

- General Application for License
- \*Copy of Minnesota mobile food unit license (if business sells food)
- List of Proposed Locations & Indemnification Agreement
- Completed Worker's Compensation Compliance Form
- Certificate of Liability Insurance
  - Must list **Certificate Holder** as: City of Austin, 500 4th Avenue NE, Austin, MN 55912
  - Must list the City of Austin as **Additional Insured**
- \$10 application fee
- \$85 annual fee - Pro-rated to \$45 minimum

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### \*State Licensing Contacts for food vendors

A City of Austin Moveable Food License requires a mobile food unit license from the Minnesota Department of Health or from the Minnesota Department of Agriculture. See contact information below.

#### Minnesota Department of Health

Environmental Health Division  
Foods, Pools, and Lodging Services  
Phone: 651-201-4500  
Toll Free: 1-800-383-9808  
Email: [health.foodlodging@state.mn.us](mailto:health.foodlodging@state.mn.us)

Website:  
<https://www.health.state.mn.us/communities/environment/food/license/index.html>

#### Minnesota Department of Agriculture

Licensing & Registration Food & Feed Safety  
Phone: 651-201-6062  
Email: [MDA.Licensing@state.mn.us](mailto:MDA.Licensing@state.mn.us)

Starting a Food Business  
Phone: 651-201-6081  
Email:  
[MDA.FoodLicensingLiaison@state.mn.us](mailto:MDA.FoodLicensingLiaison@state.mn.us)

Website: <https://www.mda.state.mn.us/food-feed/food-licenses>

Food Licensing Wizard:  
<https://www2.mda.state.mn.us/webapp/foodlicensingwizard/>

OFFICE USE ONLY

Receipt No. \_\_\_\_\_

Date: \_\_\_\_\_

iWorq Entry: \_\_\_\_\_



**City of Austin**  
**General Application for License**  
City of Austin ♦ 500 4<sup>th</sup> Avenue NE  
Austin, MN 55912  
507-437-9940  
[www.ci.austin.mn.us](http://www.ci.austin.mn.us)  
Submit to [licensing@ci.austin.mn.us](mailto:licensing@ci.austin.mn.us)

New License

Renewal

Transfer

**SECTION A. License Information**

License Type:	Fee:
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**SECTION B. Applicant Information**

Applicant's First Name:	Applicant's Middle Name:	Applicant's Last Name:	
Type of Entity: <input type="checkbox"/> Individual Owner <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership			
Business/ Legal Name:	Business Phone:	Personal Phone:	
DBA:	Email Address:		
DBA Address:	City:	State:	Zip:
Correspondence Mailed To: <input type="checkbox"/> Corporate <input type="checkbox"/> DBA			

**SECTION C. Corporations, LLCs and partnerships must complete this section**

Corporate Name:	Corporate Phone Number:		
Corporate Address:	City:	State:	Zip:
Officer Name:	Title:		
Address:	City:	State:	ZIP:
Officer Name:	Title:		
Address:	City:	State:	ZIP:

**SECTION D. Tax Identification Information**

Pursuant to Minnesota Statute 270C.72, the licensing authority is required to provide to the Minnesota Commissioner Revenue your Minnesota business tax identification number and the social security number of each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding use of this information:

- This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- Upon receiving this information, the City of Austin will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
- **Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.**

Applicant's Name (Last, First, MI):		Social Security Number:	
Home Address:	City:	State:	ZIP:
Business Name:			
Business Address:	City:	State:	ZIP:
Minnesota Business Tax ID Number:	Federal Tax ID Number:		

**SECTION E. Certification of Compliance for Minnesota Workers' Compensation**

Minnesota Statute Section 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 MSS Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

Insurance Company Name (not the agent):	Policy Number:
Dates of Coverage: _____ to _____	

**OR**

I am not required to have workers' compensation liability coverage because:

- I have no employees
- I am self-insured (include permit to self-insure)
- I have no employees who are covered by the workers' compensation law (these include spouse, parents, children, and certain farm employees)

Government Data Practices Act: The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. Some of the data will be classified as public data if and when the license is granted. Private financial information including tax identification numbers and social security numbers are classified as private data and will be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.

*I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.*

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 SIGNATURE

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 POSITION

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 DATE SIGNED

**INDEMNITY AGREEMENT**

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the City of Austin, Minnesota herein referred to as “the City “ and \_\_\_\_\_, herein referred to as “the Licensee”.

WHEREAS, the city council of the City of Austin, Minnesota, has enacted an ordinance regulating and licensing mobile businesses (Austin City Code Section 6.58).

WHEREAS, Austin City Code Section 6.58, Subd. 4 provides that before a movable place of business license is issued by the City, the licensee shall execute and deliver to the City Clerk, on a form prescribed by the City for said purpose, an indemnification agreement holding City harmless for any personal injury or property damage resulting from the operation of said movable place of business.

NOW THEREFORE, in consideration of the foregoing, the parties hereto agrees as follows:

1. Subject to the terms and conditions of this indemnity agreement, licensee shall indemnify and save harmless the City against any and all claims, demands, causes of action, suits or judgments, including reasonable attorney’s fees, costs and expenses incurred in connection with such matters, for death or injuries to persons or for loss of or damage to property arising out of or in connection with the operation and maintenance by licensee or any of their agents, contractors or employees of said movable business within the public right of ways of the City, (the “indemnified claims”).

2. Indemnity under this agreement shall commence as of the date of the issuance of the movable license by the City of Austin to licensee.

3. The City agrees to notify licensee in writing within thirty (30) days of the receipt by the City of notice of any indemnified claim.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

LICENSEE

\_\_\_\_\_

CITY OF AUSTIN, MINNESOTA,  
A MUNICIPAL CORPORATION

By: \_\_\_\_\_

Its: Mayor

By: \_\_\_\_\_

Its: City Clerk

