Checklist for Submitting Club License

Please return the checklist along with the items listed below. Incomplete applications cannot be processed until all of the items below are received. Note: The timeline for processing a new liquor license is approximately 30-45 days.

Business Name: _____

Item	Applicant Initials	City Initials
City of Northfield Application for Liquor License		
State License Application for Club On Sale License form (PS 9016-09)		
Certificate of Compliance Minnesota Workers' Compensation Law		
Tax Information Form		
Certificate of liability insurance		
Employee List Form #NFLD004		
Written Plan per City Code 6-61		
Floor plan		
License & investigation fees: Club License fee (according to number of club members): # of members: _____ *(1) $300 for a club with under 200 members;* *(2) $500 for a club with between 201 and 500 members;* *(3) $650 for a club with between 501 and 1,000 members;* *(4) $800 for a club with between 1,001 and 2,000 members;* *(5) $1,000 for a club with between 2,001 and 4,000 members;* *(6) $2,000 for a club with between 4,001 and 6,000 members; or* *(7) $3,000 for a club with over 6,000 members* **Fee:** $_____ **+ $225*** **=** _____ (from scale above) TOTAL The **$225** covers **$200** for Sunday Liquor License and **$25** for Rice County certification. *Additional **$500** investigation fee for NEW applications		

Application completed by: _____
(Please print name)

Signature: _____ Date: _____

TO BE COMPLETED BY CITY OF NORTHFIELD:

Received by: _____ Date: _____

Updated 01/25/2022