

Miscellaneous License Requirements

1. Complete and return the application and related documents
 - Application for Miscellaneous License
 - List of all persons that will be operating the business
 - License number, make, model and color of each vehicle and/or vending wagon
 - Certified copies of all applicable state licenses
 - Certificate of Compliance Minnesota Workers' Compensation Law
 - Tax Information Form

2. Fees:
 - \$100.00

3. Certificate of Insurance:
 - The City of Northfield must be named as an additional insured
 - A cancellation clause must be included reading; "the City will be notified **ten (10) days before cancellation** of policy."
 - The insurance must cover the license period.
 - Applicant shall maintain commercial general liability insurance with a limit of not less than 2,000,000/occurrence and \$4,000,000/aggregate and provide the City of Northfield with an insurance certificate naming the City of Northfield as an additional insured.
 - Note that if licensee is allowing other unlicensed vendors to participate at the licensed location, the licensee shall carry the liability insurance for themselves as well as for all vendor participants. The Certificate of Liability insurance must specify that "insurance covers all vendors participating at the location."

Please note that once the City receives all completed documents, the application will be referred to the Chief of Police or designee for background investigation. Please have all persons listed on the license complete a copy of the Tennessee Warning page. Once the investigation is complete and a written report is received from the Chief of Police, the license will be referred to the City Council for action.

If you have any questions regarding this matter, please do not hesitate to call City Clerk Deb Little at (507) 645-3001 or via e-mail at deb.little@ci.northfield.mn.us