

Application for Vending Machine License

Operating a vending machine without a license is a violation of the Ramsey County Food Protection Ordinance and is subject to substantial penalties. Cities under Ramsey County jurisdiction for food vending machines are Arden Hills, Falcon Heights, Gem Lake, Lauderdale, Little Canada, Mounds View, North Oaks, North Saint Paul, Roseville, Shoreview, Vadnais Heights, White Bear Lake, White Bear Township, and a portion of St. Anthony Village.

Instructions

1. Complete all sections.
2. In Table 1 below, list all food vending machines, <i>except</i> the following that do not require a license: <ul style="list-style-type: none"> • Machines dispensing only gum balls, hard candy or unsorted candy. • Machines dispensing bottles or canned soft drinks. • Machines dispensing ice manufactured and packaged by another firm.
3. Complete the license fee calculation below.
4. Submit the completed application and payment to the address above. Make checks payable to “Ramsey County”. You can also email the application to RamseyCEH@ramseycounty.us and pay online at ramseycounty.us/foodandvending . Use invoice/statement number: VEND02.
5. Additional vending machines installed after this application must be licensed within 14 days.

Basic Information

Name of Business Owner (as it should appear on license):						
Business Type:	Corporation	LLC	Sole Proprietorship	Partnership	Institution	Other
Company Name:						
Mailing Address:						
City:			State:		ZIP:	
Email:			Office Phone:			
Name of Route Supervisor:			Cell Phone:			

Billing Contact

Annual license applications are sent to the billing contact.

Bill to:		Attention:		
Mailing Address:		City:	State:	ZIP:
Office Phone:		Cell Phone:		
Email:				

License Fee Calculation

Number of vending machines listed in Table 1		x \$27.00	=
If submitted past due date, add late fee (25% of total or minimum \$25.00)			=
TOTAL FEE			=

To pay: Mail checks (payable to “Ramsey County”) and completed application to the address above. You can also email the application to RamseyCEH@ramseycounty.us and pay online at ramseycounty.us/foodandvending. Use invoice/statement number: VEND02.

- I will mail a check.
- I will pay online and forward my confirmation email to RamseyCEH@ramseycounty.us.
- I will pay after receiving a fee statement from the county.

Certificate of Compliance

Minnesota Department of Revenue Information

Minnesota law (MS §270C.72 s 4 Licensing Authority: duties) states *“All licensing authorities must require the applicant to provide the applicant’s Social Security number or individual taxpayer identification number and Minnesota business identification number, as applicable, on all license applications. Upon request of the commissioner, the licensing authority must provide the commissioner with a list of all applicants, including the name, address, business name and address, and Social Security number or individual taxpayer identification number and business identification number, as applicable, of each applicant. The commissioner may request from a licensing authority a list of the applicants no more than once each calendar year.”*

Enter Minnesota Business ID Number (also called Minnesota Tax ID Number) OR enter tax-exempt number:

_____ - _____

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance or renewal of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
- The licensing agency (Ramsey County) will supply this information only to the Minnesota Department of Revenue (Commissioner). However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service.

Federal Employer Identification Number

A federal employer ID number is required for the Ramsey County Finance Department’s records. Alternatively, you can provide the business owner’s social security number. Call 651-266-1199 to provide SSN securely by phone.

Enter federal employer ID number: _____ - _____

Workers’ Compensation Insurance Coverage Law

Minnesota Statute 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 Section 176.181 s 2. The information required is: name of insurance company, policy number, and dates of coverage; OR the permit to self-insure. This information will be furnished upon request to the Department of Labor and Industry to check for compliance with MS 176.181 s 2. If this information is not provided and/or falsely reported, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry payable to the Special Compensation Fund.

Workers’ Compensation Insurance Company Name	Policy Number	Coverage Dates From: To:
<p>OR, I certify that I am not required to carry workers’ compensation insurance because (check one):</p> <p><input type="checkbox"/> I am the sole proprietor and have no employees.</p> <p><input type="checkbox"/> I am self-insured (you must include a copy of the permit to self-insure).</p> <p><input type="checkbox"/> I have no employees who are covered by workers’ compensation law. (Exempt employees include: spouse, parents, and children—all other employees must be covered).</p>		

Certification

I certify under penalty of the law I have personally examined and am familiar with the information submitted in this and all attached documents. Based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I hereby apply for a Ramsey County License subject to all relevant conditions and provisions of the Ramsey County Administrative Ordinance and the Ramsey County Food Protection, Lodging, Manufactured Home Parks & Recreational Camping Areas, Public Swimming Pool, Youth Camp, Hazardous Waste Management or Solid Waste Ordinance as applicable.

Name:	Title:
Signature:	Date: