APPLICATION FOR LICENSE

City of Crystal
4141 Douglas Drive N, Crystal, MN 55422
Telephone: (763) 531-1000 / Facsimile: (763) 531-1188
Deaf and hard of hearing callers may call Minnesota Relay at 711.

PLEASE PRINT CLEARLY

Applicant's Name:	Fee:*(0100-4105)	$
Home Address:	Home Phone: ( )	
City/State/Zip:	Cell Phone: ( )	
Business Name:	Business Phone: ( )	
Doing Business As:	Fax Phone: ( )	
Business Address, including zip code:		
MN Tax ID #: **(NOTE: you must provide a copy of the confirmation letter from the State.)**	Federal Tax ID #:	
If a Minnesota Tax ID number is not required, please explain here and provide your social security number:		

I enclose the sum of _____ dollars to the City of Crystal as required by the Ordinances of said City and have complied with all the requirements of said Ordinances necessary for obtaining this License.

I hereby make application to **OPERATE A TANNING FACILITY** at the above business address for the period _____ through _____, 20____, subject to all conditions and provisions of said Ordinance.

ADDITIONAL REQUIREMENTS

1.
2.

The information in this Application For License is true and complete to the best of my knowledge.

_____ _____

Signature of Applicant ***Date***

*Fee: *If exempt, fill out Licensing Fee Exemption Form*
($150; pro-rated@ $12.50/month)

APPLICATION FOR LICENSE INVOLVING PRIVATE OR CONFIDENTIAL INFORMATION
(Includes Tennessen Warning)

Under Minnesota law (M.S. 270.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number or the Social Security number of each license applicant.

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, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- The licensing agency will supply this information only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failure to supply this information may jeopardize or delay the issuance of your license or the processing of your renewal application.

(ALSO FILL OUT REVERSE SIDE OF THIS FORM.)

City Use Only: JDE#_____ Date Entered: _____
PIMS ID#_____ Council Date: _____

Certificate of Compliance
Minnesota Workers' Compensation Law

THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT

PRINT IN INK or TYPE.

Minnesota Statutes, 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 Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a $2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

LICENSE or CERTIFICATE NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.

BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.)

DBA ("doing business as" or also known as an assumed name) (if applicable)

BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE	ZIP CODE

COUNTY	E-MAIL ADDRESS

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. *You must complete number 1 or 2 below.*

NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent)		NAIC Number
POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

☐ I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)

☐ I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).

☐ I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

_____

☐ Other: _____

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.

PRINT NAME		
APPLICANT SIGNATURE (required)	**TITLE**	**DATE**

NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape.

CITY of CRYSTAL

4141 Douglas Drive North • Crystal, Minnesota 55422-1696

Tel: (763) 531-1000 • Fax: (763) 531-1188 • www.crystalmn.gov

Certification of Financial Responsibility

This form must be completed and returned with a City license application.

To the best of my knowledge, based upon a review of the status of the property/business located in the City of Crystal at _____, I attest that the foregoing property/business is financially responsible as outlined in Crystal City Code 1005.29 (a), printed in full on the reverse of this form.

I hereby certify that I/we are current on the following financial obligations:

(Circle answers)

Yes	No	Property Taxes paid
Yes	No	Utility Bills paid
Yes	No	State Taxes paid
Yes	No	Federal Taxes paid
Yes	No	Other governmental obligations or claims concerning me or the business entity named on this license application

If "NO" is circled for any of the above, describe the payment plan or other agreement approved by the applicable governmental entity.

_____

_____

_____

_____

See entire Crystal City Code 1005.29 (a) on the reverse side of this form.

I certify under penalty of perjury that the foregoing is true and correct.

Executed on:_____ (date)

_____ Print Name

_____ Signature

Note: Filing a false statement with a government agency is a criminal offense.

Staff use only:
__UB __PrevUB __UB Cert __Tax __PrevTax
Verified compliance _____<date>
Staff initials: _____

The City of Crystal has adopted the following ordinance:

Crystal City Code 1005.29 Financial responsibility; applicability. (a) Prior to the issuance of a license the applicant must file with the city clerk satisfactory evidence of financial responsibility. "Satisfactory evidence of financial responsibility" shall be shown by a certification under oath that the property taxes, public utility bills, and all state and federal taxes or other governmental obligations or claims concerning the business entity applying for the license are current, and that no notice of delinquency or default has been issued, or if any of the financial obligations stated in this subsection are delinquent or in default, that any such delinquency or default is subject to a payment plan or other agreement approved by the applicable governmental entity. "Satisfactory evidence of financial responsibility" as required by this subsection shall in addition be shown by any individual applicant and all individual owners and/or shareholders of the business entity. Operation of a business licensed under this section without having on-going evidence on file with the City of the financial responsibility required by this subsection is grounds for revocation or suspension of the license.

What does this mean for a City-issued business license?

Prior to issuance of a City-issued business license or renewal license, license holders are required to certify that the property taxes, utility bill, and all state and federal taxes for the property or the business entity applying are current. Also, the applicant must certify that no notice of delinquency or default has been issued or is subject to a payment plan.

What will happen if a license holder is not financially responsible?

A hearing is granted before the City Council. The Council may deny, suspend or revoke the City-issued business license. Upon providing satisfactory evidence of financial responsibility, the business owner may re-apply for the license.

Section 620 - Steam baths; public restrooms (including Fitness centers & tanning facilities)

620.01. Definitions. Subdivision 1. For purposes of this section, the terms defined in this subdivision have the meanings given them.

Subd. 2. "Approved" means acceptable to the environmental health division following the determination as to conformance with established public health practices and standards. (Amended, Ord. No. 96-15, Sec. 1)

Subd. 3. "Fitness center or exercise facility" means a business that provides physical training and exercise services to the public; the term does not include a hospital, nursing home, hospice, sanitarium, or group home established for the hospitalization or care of human beings licensed under the provisions of Minnesota Statutes, sections 144.50 through 144.69. (Added, Ord. No. 96-15, Sec. 1)

Subd. 4. "Public bathing and shower facilities" means facilities open to the public for the purpose of cleansing the human body. (Added, Ord. No. 96-15, Sec. 1)

Subd. 5. "Public rest room" means a facility open to the public equipped with a minimum of a flush water closet. (Added, Ord. No. 96-15, Sec. 1)

Subd. 6. "Relaxation center" means a business that provides to the public relaxation services; the term does not include a hospital, nursing home, hospice, sanitarium, or group home established for the hospitalization or care of human beings duly licensed under the provisions of Minnesota Statutes, sections 144.50 through 144.69 or those activities described in section 1195 of this code. Relaxation services means any combination of fitness, exercise, public bathing, steam bath and tanning services. (Added, Ord. No. 96-15, Sec. 1)

Subd. 7. "Steam bath" or "heat bathing room" means a room used by the public for the purpose of bathing, reducing, or relaxation utilizing steam or hot air as a cleaning, reducing or relaxing agent.

Subd. 8. "Tanning facility" means a room or a booth that houses ultraviolet lamps or products containing such lamps intended for the irradiation of any part of the human body for cosmetic or nonmedical purposes. (Added, Ord. No. 96-15, Sec. 1)

Subd. 9. "Tanning equipment" means sun lamp products and ultraviolet lamps intended to induce skin tanning through the irradiation of any part of the human body. (Added, Ord. No. 96-15, Sec. 1)

620.03. Restrooms required. Public buildings must be provided with adequate and conveniently located public restroom facilities for each sex. Public restrooms must be identified as such on or above the entrance door. Doors to public restrooms must be self-closing. A hand washing sink equipped with hot and cold running water under pressure and a sanitary towel dispense or hand-drying devise must be provided in a public restroom. (Amended, Ord. No. 95-15, Sec. 1)

620.05. Construction requirements. Subdivision 1. Construction. Public steam baths, heat bathing rooms, restrooms, bathrooms, fitness, relaxation, exercise and tanning centers and facilities must be constructed of materials including ceramic tile, quarry tile, or other similar materials that are durable and impervious of moisture, bacteria, mold or fungal growth. The floor to wall and wall to wall joints must be constructed to provide a sanitary cover. Other equipment and appurtenances must be of sanitary design and construction permitting easy and thorough cleaning. Each public steam bath, heat bathing room, reducing relaxation or fitness establishment must be provided with adequate and conveniently located showers and toilet facilities for each sex. Shower rooms and fixtures must be of sanitary design and easy to clean as set forth in this subsection. (Amended, Ord. No. 96-15, Sec. 1)

Subd. 2. Ventilation and lighting. Mechanical ventilation and lighting that meet the requirements of the state building code of this code must be provided in public steam baths, heat bathing rooms, restrooms, bathrooms, fitness, relaxation, exercise and tanning centers and facilities. (Amended, Ord. No. 96-15, Sec. 1)

Subd. 3. Sanitation. Other equipment or appurtenances used in connection with the public steam baths, heating rooms, reducing, relaxation, fitness or tanning establishments, restrooms and bathrooms must be of sanitary design and construction that permits frequent and thorough cleansing and sanitizing. (Amended, Ord. No. 96-15, Sec. 1)

620.07. Plumbing, gas and electrical installation. A steam bath or heat bathing room, rest room, or bathroom must be equipped with at least one floor drain installed in accordance with the Minnesota plumbing code of this code. Plumbing, gas and electrical installations and equipment must conform with the state building code of this code. Gas heating equipment producing hot air or steam for the steam bath or heat bathing room must be so designed as to have the combustion chamber completely sealed and vented to the outside or else located outside of the steam bath or heat bathing room. (Amended, Ord. No. 96-15, Sec. 1)

620.09. Maintenance of facilities. Subdivision 1. In public steam baths, heat bathing rooms, restrooms, bathrooms, fitness, relaxation, exercise and tanning centers and facilities, the floors, walls, ceilings, water closets, hand washing sinks, urinals and other equipment and appurtenances must be maintained in a clean condition and good repair. (Added, Ord. No. 96-15, Sec. 1)

Subd. 2. Public restrooms must contain hand-cleaning agents, sanitary towels or an operable hand-drying device and toilet tissue. Refuse receptacles, easily cleanable, must be provided and emptied and cleaned as necessary. (Added, Ord. No. 96-15, Sec. 1)

Subd. 3. Public steam baths, heat bathing rooms, restrooms, bathrooms, fitness, relaxation, exercise and tanning centers and facilities must comply with the provisions of the Minnesota Clean Indoor Air Act. (Added, Ord. No. 96-15, Sec. 1)

Subd. 4. Public steam baths, heat bathing rooms, restrooms, bathrooms, fitness, relaxation, exercise and tanning centers and facilities must be equipped with a janitor's sink and closet that provides for the storage of cleaning supplies. (Added, Ord. No. 96-15, Sec. 1)

620.11. Health and disease control. Subdivision 1. Disease. A person affected with a disease in a communicable form, or while a carrier of such disease, or while affected with boils, infected wounds, sores, or an acute respiratory infection, may not work in or use the services of any public steam bathing rooms, heat bathing room, bathroom, reducing or relaxation establishment in any capacity in which there is a likelihood of such person contaminating surfaces with pathogenic organisms, or transmitting disease to other individuals; and no person known or suspected of being affected with any such disease or condition must be employed or permitted in such an area or capacity.

Subd. 2. Personal cleanliness. Employees must wear clean outer garments, maintain a high degree of personal cleanliness, and conform to approved hygienic practices while on duty. They must wash their hands and arms thoroughly in an approved hand washing facility before starting work and as often as may be necessary to remove soil and contamination. (Amended, Ord. No. 96-15, Sec. 1)

Subd. 3. Linens. Linens must be clean and laundered, handled and stored in an approved manner.

620.13. Submission of plans and specifications. Persons who construct, extensively remodel, or convert buildings or facilities for use as a public steam bath, heat bathing room, reducing, relaxation, fitness or tanning establishment, bathroom or restroom must conform and comply in their construction, erection, or alterations with the requirements of this section. It is unlawful to construct, enlarge, repair, move, convert or alter any public steam baths, heat bathing rooms, restrooms, bathrooms, fitness, relaxation, exercise and tanning centers and facilities without first obtaining appropriate permits from the building and environmental health divisions. (Amended, Ord. No. 96-15, Sec. 1)

620.15. Inspections. The environmental health division must inspect public steam baths, heat bathing rooms, restrooms, bathrooms, fitness, relaxation, exercise and tanning centers and facilities at least annually, but as often as deemed necessary, to enforce the provisions of this section. (Added, Ord. No. 96-15, Sec. 1)

620.17. Temporary closing of public steam baths, heat bathing rooms, restrooms, bathrooms, fitness, relaxation, exercise and tanning centers and facilities. The environmental health division may temporarily close any public steam baths, heat bathing rooms, restrooms, bathrooms, fitness, relaxation, exercise and tanning centers and facilities if a serious health hazard exists. A sign must be posted on such a facility that is termporarily closed indicating its closure. It is unlawful to remove the sign.

620.19. Operating requirements - tanning facilities. Subdivision 1. A tanning facility must have on duty an operator adequately trained in the correct operation of the equipment so as to be able to inform and assist the public in its proper use. (Added, Ord. No. 96-15, Sec. 1)

Subd. 2. An operator must perform the following functions as a precondition to access by the public to the tanning facility:

a) The operator must require each person desiring to use the facility to complete a form specifying all prescription medicines and over the counter medications that they are presently taking. The form must be kept as permanent record of the person's attendance and progress.

b) The operator must require each person desiring to use the tanning facility to use the manufacturer's specified protective eyewear.

c) The operator must instruct the user as to the proper position to maintain in relation to the tanning lamps within the facility, positioning of the safety railing, the manual switching device to terminate the radiation in case of emergency, and a recommended time of exposure.

d) The operator must monitor the use of the equipment to ensure that the interior temperature does not exceed 100 degrees Fahrenheit.

e) The operator must inspect the facility to ensure that the floors are dry. The floors must be made dry prior to each person's use.

f) The operator must post signs and supply handouts warning consumers of the potential effects of radiation on persons taking medication, the possible relationship of radiation to skin cancer, and potential for eye damage.

g) The operator is responsible for meeting and complying with sanitizing procedures for all sun lamp equipment (to include protective eyewear) after each consumer use.

h) Equipment must meet the provisions of 21 CFR, Part 1040 and all subsequent amendments.

i) Equipment must be operated and maintained according to the manufacturer's specifications for that equipment. (Added, Ord. No. 96-15, Sec. 1)

Subd. 3. Convenient toilet facilities and dressing rooms must be provided in tanning facilities. Toilet facilities must include a water closet and handwashing sinks. Toilet facilities and dressing rooms must be clean and in working order at all times. (Added, Ord. No. 96-15, Sec. 1)

Subd. 4. The tanning facility must be maintained in a clean and sanitary manner and each tanning facility must be cleaned and sanitized after each consumer use with a sanitizer of a type and strength approved by the environmental health division. (Added, Ord. No. 96-15, Sec. 1)

Subd. 5. Timing devices or other safety devices are required in tanning facilities. (Added, Ord. No. 96-15, Sec. 1)

Subd. 6. The operator of a tanning facility must adopt, and instruct employees in, procedures to insure the reasonable privacy of users of the facilities. (Added, Ord. No. 96-15, Sec. 1)

620.21. License required. It is unlawful to operate a public steam bath, heat bathing room, reducing, relaxation, fitness, tanning, or bathing facility, or engage in the business of operating any of these types of enterprises unless a license for the current year has been obtained therefor pursuant to this section from the city clerk. License fees are set by appendix IV. The license must be conspicuously displayed at all times in the licensed establishment. (Amended, Ord. No. 96-15, Sec. 1)

620.23. Applications, procedure. A person desiring a license must apply to the city council upon forms supplied therefor by the city clerk. The application must contain the name and address of the person making application, the location of the premises to be used and the name of the manager if other than the applicant. The license expires annually on December 31. The fee for a license for a portion of a year will be prorated based on the number of full or partial months remaining in the license year. The license is renewed annually on the anniversary date of such approval. The council may refuse to issue or renew the license of any owner or operator who is in violation of the provisions of this section or other local, state or federal rules, regulations or laws relating to the licensed premises or the person applying for the license. The license is valid only for the location stated in the license. In the event of a change of ownership of the facility, the new owner must apply for a license under this section. (Added, Ord. No. 96-15, Sec. 1)