



# Rental Dwelling License Application

600 Rice Street East

952-404-5300

permits@wayzata.org

## Rental Property

(one application per property)

PROPERTY ADDRESS	Wayzata, MN	UNIT#	DATE
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NAME OF COMPLEX (if any)
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Applicant	License Type	Property Type
<input type="checkbox"/> Property Owner	<input type="checkbox"/> New	<input type="checkbox"/> Single-Family / Townhome / Condominium
<input type="checkbox"/> Managing Partner	<input type="checkbox"/> Annual Renewal	<input type="checkbox"/> Duplex:      Number of Units <input type="checkbox"/> Number of Owner Occupied Units <input type="checkbox"/>
<input type="checkbox"/> Other		<input type="checkbox"/> Multi-Family / Apartment:      Number of Units <input type="checkbox"/>

Property Owner	
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NAME OF PROPERTY OWNER/COMPANY	PHONE NUMBER
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OWNER'S ADDRESS	CITY	STATE	ZIP
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Person Responsible for Maintenance & Management of Rental Property
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COMPANY NAME (if any)
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CONTACT NAME	PHONE NUMBER
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CONTACT ADDRESS	CITY	STATE	ZIP
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E-MAIL (annual renewals will be sent to this e-mail)
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<b>REQUIRED:</b> <b>Submit with Application:</b>	<input type="checkbox"/> Tennessee form
	<input type="checkbox"/> MN Business Tax Identification form
	<input type="checkbox"/> Crime Free/Drug Free Certificate (attach with application)
	<input type="checkbox"/> Address where tenant register is kept:

Rental License Information
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- All Rental Licenses are valid for one year and shall expire on April 1st.
- All rental renewal applications must be submitted 60 days prior to license expiration.
- All owner or property managers of a rental dwelling must have completed a Crime Free/Drug Free training class and provide a certificate.
- Applications must be submitted by an owner or property manager living or located in one of the seven counties in the Twin Cities area.
- A Rental License is not transferable to another owner or to another rental dwelling.
- Notice Regarding Proposed City Ordinances: The City of Wayzata distributes general city information and notices electronically through an electronic notification system. As an applicant for a new business license or for a renewal of an existing business license, you can sign up to receive notices through the city's electronic notification system at the city's website at [www.wayzata.org](http://www.wayzata.org), and click on the Notify Me link. This would include getting notifications of any proposed ordinances at least ten days before the city council of Wayzata conducts a final vote on the proposed ordinance.

Applicant - Please Read & Sign below:
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The undersigned hereby applies for a rental dwelling license as required by City Code, acknowledges that the provisions of the Property Maintenance and Rental Dwelling License Codes have been reviewed and attests that the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further authorizes the City of Wayzata to make inspections and re-inspections of the structure listed herein to determine its compliance with City Codes. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Wayzata to investigate any or all statements or facts contained herein; acknowledging that the misrepresentation or the omission of facts called for will be just cause for the disqualification or repeal of the license.

- I hereby certify that the agent listed herein (if any) is authorized to receive summons and complaints on behalf of the owner. The owner and/or agent agree to notify the City of Wayzata within 72 hours of any change in agent or transfer of ownership.
- I hereby certify that I have requested a background check for the agent/property manager listed on this application, pursuant to Minnesota Statutes § 299C.68.
- I hereby certify that the Crime Free/Drug Free and Disorderly Conduct Addendum shall be incorporated into each new lease or renewal of a tenancy.
- I hereby certify that criminal background checks have been conducted on all prospective tenants.

Applicant Signature:	Date Signed:
<i>By electronically signing (or typing) your name, you acknowledge that all information provided is true and correct.</i>	

OFFICE USE ONLY	OFFICE USE ONLY
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Date Received:	Provisional <input type="checkbox"/> Yes <input type="checkbox"/> No	License #:	(15)
Date Paid:	Inspection <input type="checkbox"/> Yes <input type="checkbox"/> No	Processed by:	License Fee: _____
Check#      CC#	Inspection Date:      /      /	Sent Via:	Late Fee: _____
Receipt#	Inspection Time: _____	Sent Date:	Other: _____
	Lasherfiche <input type="checkbox"/>		Total Fee: _____



## City of Wayzata

600 Rice Street  
 Wayzata, MN 55391  
 Phone: 952-404-5300  
 Fax: 952-404-5318  
 www.wayzata.org

## 2021 – RENTAL DWELLING LICENSE FEE SCHEDULE

Type of License	Fee
1 unit: i.e. single family home, condominium, or owner occupied duplex(includes initial inspection and one re-inspection)	\$80
2 units: i.e. duplex (includes initial inspection and one re-inspection)	\$115
3 units i.e. triplex or 3 unit apartment (includes initial inspection and one re-inspection)	\$144
4 units (includes initial inspection and one re-inspection)	\$182
5 units or more (includes initial inspection and one re-inspection)	\$140 + \$25 per unit
Subsequent re-inspection(s) to complete rental license	\$110 per inspection
Example of multiple rental properties (1 single family, 1 duplex and 5 unit apartment)	80+115+140+125=\$460
Administrative Penalties	
Late Application Fee	100% of License Fee
Each failure to appear for a reinspection	\$110
Failure to give notice of property transfer	\$75
Investigation fee for each occupied, unlicensed rental unit	\$270 per unit
Required re-inspection after license suspended or revoked	\$206
Reinstating an expired, revoked, or suspended license	\$680
Other Fees	
Additional copy of rental license	\$19
Additional copy of correction orders	\$19
Inspection in response to landlord request or citizen complaint	\$0



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## **Rental Dwelling Licensing Information**

The City of Wayzata administers a rental dwelling licensing program. This program helps to ensure that all rental dwelling units meet minimum standards to protect public health, safety, and welfare. On March 6, 2012, the Wayzata City Council amended Ordinance number 815, which requires all premises rented in whole or in part as a dwelling unit to be licensed annually. This includes all apartment complexes, single family homes, condominiums, town homes, duplexes, owner occupied duplexes, and guest and caretaker houses. Rental dwelling units must meet the requirements of Wayzata City Code Chapter 803 regarding property maintenance.

### **What is a Rental Dwelling License?**

The rental dwelling license is a document required by the City of Wayzata for all rental dwellings, single through multifamily. The license verifies that the property is registered for occupancy and has met the minimum requirements set forth by the City for rental units. The major requirement for licensing is that the property is inspected for health and safety concerns and that all corrections are completed.

### **How do I renew my rental license?**

All Rental Dwelling Licenses expire April 1<sup>st</sup> of each year. The city will mail a Rental Dwelling License Renewal Application to the property owner or responsible party at least 70 to 80 days prior to the expiration date of the license. The application form and supporting documents must be completed and returned to the City along with payment of the appropriate license by February 1st.

Once the completed application form and license fee have been received, the City will contact the property owner or responsible party to arrange for an inspection of the property. **You may also contact the inspections department to schedule an inspection to ensure a convenient time.** For renewals, an inspection must be made 30 days prior to the expiration date of the current license.

### **What happens after the application and fee have been submitted?**

The City will contact the property owner or designated agent to arrange for an inspection of the property. Once the inspection has been made and no violations have been found, the City will issue the Rental Dwelling License. If violations have been found, **typically 20-30 days is given to correct the violation depending on the severity.** Violations that are considered a life safety issue are given 48 hours. An extension of time may be given on a case by case basis if the City's compliance officer is notified in writing for the request 15 days prior to the re-inspection date. At that time, the City will issue a provisional license allowing for the correction of deficiencies. Upon completion, the City shall re-inspect the property. Once all violations have been properly corrected, the City will issue the Rental Dwelling License.

### **What has changed in the rental dwelling ordinance?**

The most significant changes to Ordinance 815 are requirements Crime Free Multi Housing training for all property owner or managers. Also, criminal background checks on prospective tenants and Crime Free/Drug Free lease requirements are required.

**When is a license required?**

A rental dwelling license must be obtained prior to operating (charging rent or other form of compensation) any rental dwelling having one or more living units including apartment buildings. A Rental Dwelling License is valid from the effective date of the license and expires on April 1<sup>st</sup> of each year.

**How much does it cost?**

See fee table.

**What is the definition of a rental dwelling?**

A rental dwelling means any dwelling with one or more living units, including apartments. A single family home can be considered a rental unit if any room or portion thereof contains living facilities, including the provisions for sleeping, eating, cooking and sanitation for more than one family. It does not include hotels, motels, hospitals, and homes for the aged.

**What is a rental complex?**

A common owner of one or more buildings contained within a single development project.

**How do I apply for a rental license?**

Rental Dwelling License Application forms are available at City Hall and on the City of Wayzata's website.

**What does the inspector look for?**

The inspector is looking for hazards to health and safety, as well as conditions that would cause deterioration of the property. Generally speaking, items that violate today's building code, but were acceptable under the code for the year the building was constructed, would not be cited unless the item poses a hazard.

**Are the licenses transferable?**

No.

**Where can I get more information?**

Please contact: Building Inspections Department at 952-404-5311



## **Building Inspection Department**

### **City of Wayzata**

600 Rice Street  
Wayzata, MN 55391  
Phone: 952-404-5300  
Fax: 952-404-5318  
[www.wayzata.org](http://www.wayzata.org)

### **Rental License Pre-Inspection Checklist**

The following is a basic checklist for landlords intended only to serve as general guidelines for the maintenance of rental properties within City of Wayzata. Prior to a rental inspection, property owners should check their properties as noted below:

#### **Exterior Property Area**

##### **Vehicles/Parking**

Parking is allowed only on approved all-weather, durable and dust-free parking surfaces. Abandoned, unlicensed or inoperable vehicles are prohibited. Motor vehicle repair is not allowed except for minor repair of the occupant's vehicle. Commercial vehicle parking is not allowed.

##### **Yards**

Yards shall be maintained free of weeds or plant growth in excess of 10 inches. All exterior property must be kept free from rodent harborage and infestation. All exterior structures including detached garages, fences and walls shall be kept in structurally sound and good repair.

##### **Garbage Containers**

The owner of every rental dwelling unit shall supply an approved, leak proof, covered, outside garbage container of sufficient size to accommodate the needs of the occupant. Owners are required to provide regular garbage pick-up.

#### **Exterior Structure**

##### **Premises Identification**

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

##### **Roof**

The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

##### **Exterior Wall/Paint**

All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

##### **Stairs/Guardrails**

Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Existing handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Existing guards shall not be less than 30 inches high

above the floor of the landing, balcony, porch, deck, or ramp or other walking surface. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

### **Doors**

All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door and capable of being easily opened from the inside without the use of a key.

### **Windows**

Windows must be in sound condition, have no broken glass, have hardware capable of holding windows in the "open" position, fit tight within the frame, and have a secure locking mechanism. Operable windows must be equipped with full screens.

### **Emergency Escape Openings**

Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

### **Occupancy Separation**

Fire walls and doors are required between commercial/residential spaces or attached garage/residential space as defined in the State Building Code.

### **Extermination**

All structures shall be kept free from insect and rodent infestation.

**Owner.** The owner of any structure shall be responsible for extermination within the structure prior to renting or leasing the structure.

**Single occupant.** The occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for extermination on the premises.

**Multiple occupancy.** The owner of a structure containing two or more dwelling units or a nonresidential structure shall be responsible for extermination in the public or shared areas of the structure and exterior property.

**Occupant.** The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure. **Exception:** Where the infestations are caused by defects in the structure, the owner shall be responsible for extermination.

## **Dwelling Units**

### **Occupancy Limitations**

All habitable rooms may not be less than seven (7) feet in any plan dimension. Every bedroom occupied by one person must contain at least 70 square feet of floor area, and every bedroom occupied by more than one person must contain at least 50 square feet of floor area for each person thereof. Kitchens and non-habitable spaces cannot be used for sleeping purposes. Basements cannot be used for sleeping purposes unless light, ventilation and egress standards are met.

### **Smoke Detectors**

State statute requires an operable smoke detector be provided and maintained in accordance with the manufacturer's instructions in the following areas of the rental unit:

-In each sleeping room

- Outside of each separate sleeping area in the immediate vicinity of the bedrooms
- On each story of the dwelling, including basements and cellars, but not including crawlspaces & uninhabitable attics

Electric smoke detectors are recommended however battery operated smoke detectors are allowed in most cases. Battery replacement is owner's responsibility. Follow the manufacture instructions for placement of smoke detectors placement. Carbon Monoxide alarms will be required in all existing multi-family or apartment dwelling units effective August 1, 2009.

### **Carbon Monoxide Detectors**

Minn. Stat. § 299F.50 requires CO alarms in all single-family homes and multifamily apartment units.

- Within ten (10) feet of each room lawfully used for sleeping purposes.
- All CO alarms shall be certified by a nationally recognized testing laboratory to conform to the latest Underwriters Laboratory (UL) Standards (also known as UL2034 Standards).

### **Doors**

All means of egress doors shall be readily openable from the inside without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the State Statute.

### **Wall/Floor/Ceilings**

All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions must be corrected.

### **Space Heaters**

Unvented fuel-burning appliances are not allowed.

### **Bathroom Ventilation**

Every bathroom must have a window openable to the outside, or an approved mechanical ventilation system.

### **Toilet/Hand Sink/Tub/Shower**

Each dwelling unit must contain a bathroom with toilet, hand sink, and tub or shower installed and maintained in accordance with the State Plumbing Code.

### **Bathroom Floor**

Bathroom floors must be impervious to water. Carpeting is not allowed. Cracks or missing tiles must be repaired or replaced.

### **Tenant Sanitation Responsibilities**

Occupants are required to maintain their unit in a clean and sanitary condition. They are also required to keep supplied fixtures clean and sanitary and use reasonable care in their use and operation.

### **Disposal of Garbage and Rubbish**

Every occupant of a structure shall dispose of all rubbish or garbage in a clean and sanitary manner by placing such rubbish in approved containers provided by the owner.

## **Utilities**

### **Furnace/Heating Plant**

Heating equipment must be capable of providing heat at 68° (degrees) Fahrenheit in all habitable rooms, bathrooms and toilet rooms during the period from October 1 to May 15. Required temperatures shall be measured three (3) feet above the floor near the center of the room and two (2) feet inward from the center of each exterior wall. Installation or alteration of heating equipment must be done by a qualified contractor or service company upon obtaining a heating permit from the Building Inspection Department. A separate permit may be required for gas piping.

**Plumbing**

Kitchen sinks, hand sinks, bathtub, showers, toilets or urinals must be supplied with running water, adequate hot water where applicable, and must be connected to the sewer and water system in accordance with all provisions of the Minnesota State Plumbing Code.

**Water Heater**

Water heaters must be capable of supplying adequate hot water at a minimum temperature of 120° (degrees) Fahrenheit at every kitchen sink, tub, shower, and laundry facility. All repairs or alterations must be made under permit from the Building Inspection Department by a licensed contractor in accordance with the Minnesota State Plumbing Code.

**Gas Connections**

Flexible connectors on stoves or dryers must be AGA approved. Existing connectors that are kinked, damaged, or corroded must be replaced. Illegal gas shut-off valves or inoperable valves must be replaced with AGA approved valves.

**Electrical**

The electrical service must be adequate to serve the needs of occupants and maintained in accordance with the Minnesota State Electrical Code. Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric lighting fixture. Installation or alteration of electrical equipment or appliances must be done by a licensed electrical contractor or service company upon obtaining an electrical permit from the State Board of Electricity.

**All Facilities And Equipment**

All required and supplied equipment and all building spaces and parts must be constructed and maintained to properly and safely perform their intended function.

**Flammable Liquid Storage**

No gasoline or other flammable liquid can be stored in a residential building unless stored in a one-hour, fire-rated room or approved fire-rated cabinet. Flammable liquids can never be stored in a room with a source of ignition, such as a furnace, water heater, etc.



# **MULTIFAMILY DWELLING REQUIREMENTS**

## **FIRE SYSTEMS/EQUIPMENT**

### **FIRE ALARM TESTING**

Fire alarm tests must be done yearly by a qualified contractor. Documentation must be furnished to the City Fire Marshal.

### **OTHER SYSTEM TESTS**

Sprinkler systems, standpipes, fire pumps, and other fire protection systems must be tested in accordance with their respective standards by qualified personnel and documentation provided to the City Fire Marshal.

### **FIRE EXTINGUISHERS**

A 2A10BC fire extinguisher must be available in the hall within fifty feet (50") of any apartment door on the same level or a 1A10BC fire extinguisher in each apartment. Laundry rooms and/or furnace/boiler rooms require 2A10BC fire extinguisher.

### **FIRE EXTINGUISHER SERVICING**

Extinguishers must be inspected and tagged every year by qualified personnel and hydrostatically tested by a qualified company every six years.

### **FIRE SEPARATION/APARTMENT BASEMENT**

One-hour fire-resistive walls, ceiling and 20 minutes fire-door (with UL or FM approved self-closer) are required on any furnace room containing heating facilities that service more than one unit.

### **CARBON MONOXIDE ALARMS**

In multifamily dwellings it is the owner's responsibility to provide carbon monoxide alarms within ten feet of each room lawfully used for sleeping; and replace any required carbon monoxide alarm that has been stolen, removed, found missing, or rendered inoperable during a prior occupancy of the dwelling unit and which has not been replaced by the occupant prior to the commencement of a new occupancy of a dwelling unit.

## **EXITS**

### **NUMBER OF EXITS**

A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way.

### **EXIT OBSTRUCTIONS**

All exits to the building must be unobstructed at all items. No storage is allowed in stairwells, corridors, or in front of doors.

Fire doors must not be blocked open or obstructed with storage. Self-closures must be in operable condition.

### **STAIR ENCLOSURES**

Stairs that serve more than two levels must be enclosed with a one-hour fire-rated enclosure. (Two-hour if four or more stories.) Doors entering these stairwells must be one-hour rated (1 1/2 hour for two-hour separations).

### **STAIRWAY IDENTIFICATION**

Stairways serving four or more stories must be identified with signs on each floor level that clearly indicate the floor level and whether there is roof access.

### **EXIT ILLUMINATION**

All common halls and inside stairways must be provided with emergency illumination and continuously lit with a minimum illumination of one foot-candle per square foot. Exterior exits and entryways are required to be illuminated a minimum of one foot candle at grade level.

### **EXIT SIGNS**

Illuminated exit signs are required when there is more than one exit from a story unless built under a previous Building Code in accordance with that Code.

► **MINNESOTA BUSINESS TAX IDENTIFICATION LAW**

Pursuant to Minnesota Statute 270C.72 (Tax clearance; issuance of licenses), Subd.4. **All licensing authorities must require the applicant to provide the applicant's Social Security number and Minnesota business identification number on all license applications (include Federal Tax number).**

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding, or motor vehicle excise taxes.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.

<b>Applicant's name (LAST, first, middle initial)</b>				<b>*Social Security Number</b>	
<b>Home address</b>		<b>City</b>	<b>State</b>	<b>Zip code</b>	<b>Phone number</b>
<b>Business name</b>			<b>Type of license applied for:</b>		
<b>Business address</b>		<b>City</b>	<b>State</b>	<b>Zip code</b>	<b>Phone number</b>
<b>Minnesota Tax Identification Number (or explain why you don't have one)</b>				<b>Federal Tax Identification Number</b>	

\*If company stock is publicly exchanged, you may omit submitting this Social Security information.

► **WORKERS' COMPENSATION INSURANCE COVERAGE LAW**

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 Section 176.181, Subd. 2. The information required is: The name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in its company file. It will be furnished, upon request, to the Department of Labor and Industry to check for compliance with Minnesota Statute Section 176.181, Subd. 2.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, 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.

<b>Worker's Compensation Insurance Company Name</b> (not agent's name):	<b>Policy Number:</b>	<b>Dates of coverage:</b> From To
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OR, I certify that I am not required to carry worker's compensation insurance because (check one):

- I am the sole proprietor and have no employees**
- I am self insured (For this category, you must include a copy of the permit to self-insure.)
- I have no employees who are covered by workers compensation law. (Only employees who are specifically exempted by statute are not covered by the workers compensation law. These include: spouse, parents, children – regardless of age, and farm labor employees of a family farm that spent less than \$8,000 for farm labor in the previous calendar year. All other workers whose work is controllable by the employer must be covered.)

► **I certify that all information provided above is accurate and complete. I also certify that a valid workers' compensation policy will be kept in effect at all times, as required by law.**

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

**DATA PRACTICES ADVISORY  
TENNESSEN WARNING – PERMITS AND LICENSES**

You are being asked to answer questions and provide information pursuant to the license and application process that is required by Minnesota state law and/or the Wayzata City Code. The purpose and intended use of the requested data is to verify that applicants meet the requirements of the state statutes and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

Some of the information you provide on this application is considered private data under the Minnesota Government Data Practices Act (the "Act"). This information will be used by the City and its agents involved in the review of this application. You are not required by state law or City Code to answer questions or provide the information requested. However, a refusal to answer questions or provide the information requested will prevent the City from processing the permit or license for which you are applying.

The following data collected, created, or maintained is classified under the Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (including name, email, telephone numbers, and addresses).
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action.
3. Entire record concerning any disciplinary proceeding.
4. License numbers and status.

The following data collected, created, or maintained is classified under the Act as private and/or confidential data (Minn. Stat. § 13.41, subd. 2; Minn. Stat. § 13.37, subd. 1):

1. Active investigative data relating to complaints against any license.
2. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure.
3. The information related to unsubstantiated complaints when it is not maintained in anticipation of legal action.
4. Inactive investigative data relating to violations of statutes or rules.
5. Record of disciplinary proceedings, except as limited by the provisions above.
6. Trade secrets, as defined under Minnesota law.
7. Sensitive security and safety information.

The City of Wayzata may make any private or confidential data accessible to an appropriate person or agency if the City determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

**Certification:** I have read and certify the information in this application is true and correct. I further understand that the giving of false information in this form and/or the failure to give requested information may be cause for immediate revocation of any and all licenses and/or permits issued hereunder. I understand the above information regarding my rights as a subject of government data and applicant for a license or permit from the City of Wayzata.

Note: Proper signature is required. If a corporation owns this establishment, an officer of the corporation must sign below; if a partnership, the managing partner; if an individual, the owner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Establishment Name (DBA) or Trade Name