Applying for a License

Log into your Accela account:

https://aca-prod.accela.com/maplewood
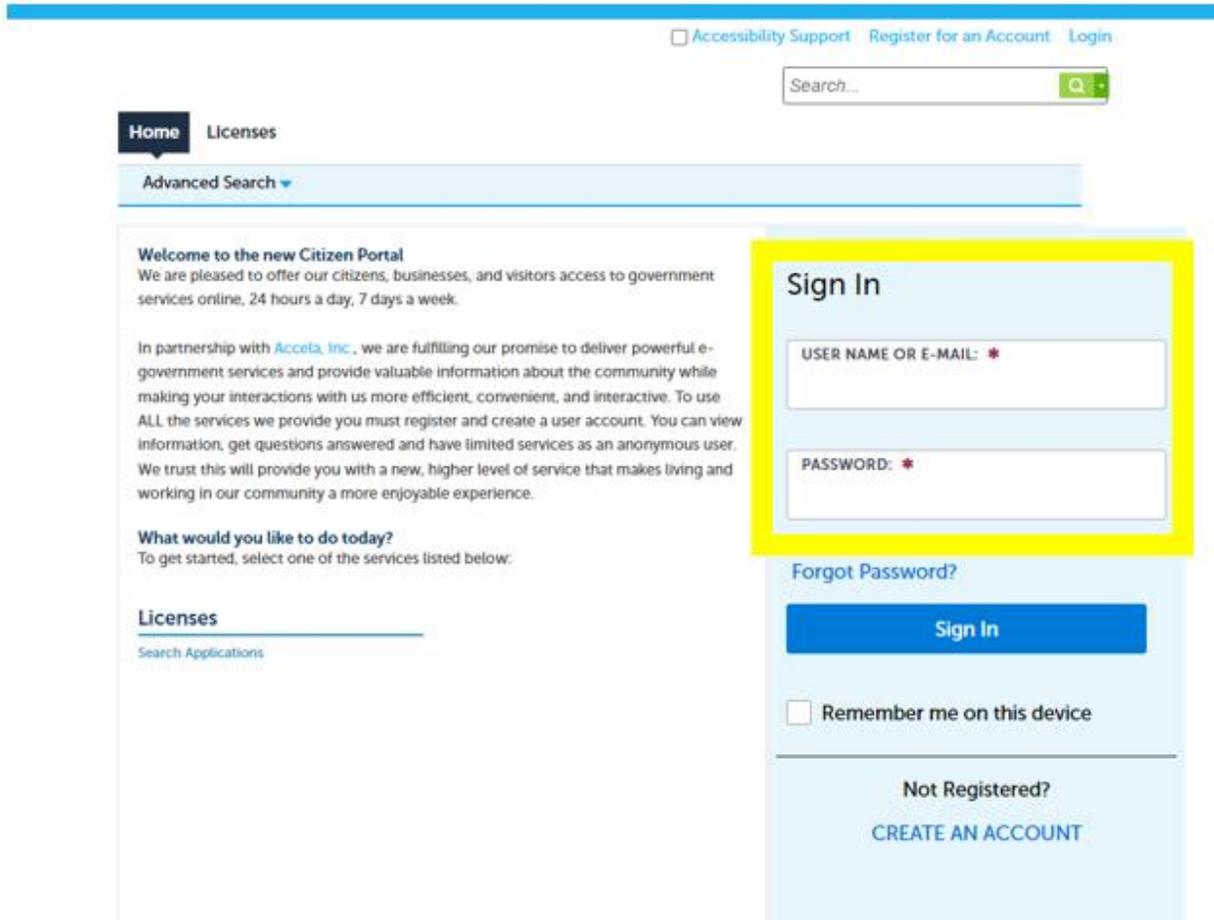
Once logged in, click "Licenses" up top

Click on **Apply for a License**

Read the terms and conditions, check the box and then click Continue Application

Search...

Home   **Licenses**

Apply for a License   Search Applications

Online License Application

Welcome to our Online Licensing System. Using this system you can submit information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Option to Sign Up for Email Notification of Proposed Ordinances

The City of Maplewood now offers an electronic *Notify Me* service for users to request notifications on various activities happening at the City. One of the notifications available is for a *proposed new ordinance or a proposed amendment to an ordinance*, which could help you stay up-to-date on changes made by City Council that may affect the operation of your business or a license you hold.

If you'd like to receive this notification, or notification of any of the activities for which notifications

☐ I have read and accepted the above terms.

Continue Application »

Click the arrow next to the license type you are applying for to show the drop down. Select the bubble next to the specific license type and then click Continue Application at the bottom.

Complete the application by providing the information requested. At any time you can select "Save and resume later" at the bottom left of your screen.

Enter the Doing Business As (DBA) Name – this should be the DBA name of the business in Maplewood that the license is being applied for.

Detail Information

Please enter the Doing Business As (DBA) Name below:

*

Enter the Maplewood Property Address – this will be the address of the business to be licensed in Maplewood. If applying for Mobile Food Unit, Courtesy Bench ore Solid Waste Collection licenses, please list the registered address of the business applying for the license.

If it's a Maplewood address, **ONLY** enter the street number and select "Search."

Maplewood Property Address

Enter your Maplewood business address and click **Search** to find the address record in the agency database. **For best results, start by searching only for the Street No.**

* Street No.:	Direction:	* Street Name:	Street Type:
1830	--Select--		--Select--

Unit No.:	Unit Type:
	--Select--

City:	State:	* Zip:
	--Select--	

Search   **Clear**

Save and resume later

Continue Application »

A pop-up will show with options to select the correct address from. Select the bubble for the correct address.

Address Search Result List ✕

Addresses

Showing 1-10 of 11

	Address	City	State	Zip
◉	1830 East County Road B, Maplewood MN 55109	Maplewood	MN	55109
○	1830 East Mesabi Avenue, Maplewood MN 55109	Maplewood	MN	55109
○	1830 East Summer Avenue, Maplewood MN 55109	Maplewood	MN	55109
○	1830 North Birmingham Street, Maplewood MN 55109	Maplewood	MN	55109
○	1830 North Clarence Street, Maplewood MN 55109	Maplewood	MN	55109
○	1830 North Desoto Street, Maplewood MN 55117	Maplewood	MN	55117
○	1830 North English Street, Maplewood MN 55109	Maplewood	MN	55109
○	1830 North Howard Street, Maplewood MN 55109	Maplewood	MN	55109
○	1830 North Ide Street, Maplewood MN 55109	Maplewood	MN	55109
○	1830 North Onacrest Court, Maplewood MN 55117	Maplewood	MN	55117

The Parcel number and Associated Owner will automatically populate. Scroll to the bottom of the pop-up and click "Select." The street name, city, etc. will auto-fill.

When finished, click "Continue Application in the lower right of your screen.

Enter Contact Information – Use the "Select from Account" button to autofill information from the account.

1 Address & Contacts	2 Business & Services	3 State Statute Requirements	4 Supplement Documentation	5 Review	6

Step 1: Address & Contacts > Contacts

*indicates a required field.

Applicant

Please provide contact information for the *individual applying for this license.*

*This individual will be the one receiving email updates on the status of this application, in addition to renewal notifications prior to expiry of the license.

[Select from Account] [Add New]

[Save and resume later]   Continue Application »

Enter Business Owner Information - Please provide contact information for each individual having ownership in this business. If no individual owner, you can leave this section blank and continue to the next page.

Enter the Business Information - The questions in the screen-shot below depict basic information requested on all applications. Depending on the license type, there may be additional questions to be completed in this step.

Click "Continue Application" in the lower right of the screen.

Business Owner

OWNER/PARTNER
Provide the contact information below for each individual having ownership in the business.

Showing 0-0 of 0

	First Name	Last Name	Phone Number	Email Address	Percent Ownership
No records found.					

[Add a Row ▼] [Edit Selected] [Delete Selected]

Business Information

BUSINESS INFORMATION
Provide the information for the Maplewood location to be licensed.

* Legal Business Name:

* DBA / Trade Name:

* Phone Number:

E-Mail Address:

Website:

* Property Is: --Select-- ▼

* Business Ownership: --Select-- ▼

[Save and resume later]   Continue Application »

Tax Identification Numbers - If the license is for a business, these numbers should be the Federal and State Tax ID numbers for the business. If the license is for an individual, or you are a sole proprietor and do not have business Tax ID numbers, you can provide your Social Security Number as your Tax ID number.

1 Address & Contacts	2 Business	3 State Statute Requirements	4 Supplement Documentation	5 Review	6

Step 3: State Statute Requirements > Tax ID or SSN

*MN §270C.72 requires the licensing authority to, upon request, provide to the Minnesota Commissioner of Revenue the business identification number **OR** social security number of each license applicant.*

* indicates a required field.

Tax ID or SSN

TAX ID NUMBER

Federal Tax ID:

MN State Tax ID:

Social Security Number: ⑦

[Save and resume later]   Continue Application »

Workers' Compensation – Provide information about any workers' compensation insurance. If you are Self-Insured you must upload a copy of your *permit to self-insure* in the next step (Attachments).

1 Address & Contacts	2 Business	3 State Statute Requirements	4 Supplement Documentation	5 Review	6

Step 3: State Statute Requirements > Workers' Compensation

MN §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 MN §176.181, Subd.2. Upon request, the information will be furnished to the Department of Labor and Industry.

* indicates a required field.

Workers' Compensation

WORKERS COMPENSATION

I carry Workers' Compensation liability coverage.: ☐

Policy Number:

Effective Date:

Expiration Date:

I am Self-Insured and have attached a copy of the permit to self-insure.: ☐

By law, I am not required to have workers' compensation liability coverage: ☐

[Save and resume later]   Continue Application »

Upload Document Attachments (if applicable) – Each license type has a different set of documents that may be required to be submitted with the application. Please review the requirements for your license type in advance to ensure you know what is needed, as required documents must be uploaded before you can submit your application. If necessary, you can save your application and return to it to add additional information or documents at a later time.

1	2 Business	3 State Statute Requirements	4 Supplement Documentation	5 Review	6 Record Issuance

Step 4: Supplement Documentation > Attachments

* indicates a required field.

Please upload a copy of the following document(s):

Certificate of Insurance (SAMPLE); minimum amounts of coverage should be as follows:
- $300,000 General Liability
- $100,000 Property Damage

Workers Compensation *Permit to Self Insure* (if applicable)

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsl are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
CERTIFICATE OF INSURANCE

Name	Type	Size	Latest Update	**Action**
No records found.				

Add

Continue Application »   **Save and resume later**

To upload documents, select *Add*. A box will pop up for you to select your file. Select *Add* again and you can search for your document.

File Upload

×

The maximum file size allowed is **1000 MB**.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r
are disallowed file types to upload.

Permit to Self Insure.pdf	100%

Continue **Add** **Remove All** Cancel

Once you have selected the correct file to upload, add a "description", select *Save* and *Continue Application*

Attachment

Upload a copy of the following document(s):
Workers Compensation *Permit to Self Insure* (if applicable)

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove

PERMIT TO SELF-INSURE ▼

File:
Permit to Self Insure.pdf
100%

* Description:

Permit to Self-Insure

spell check

Save **Add** **Remove All**

Continue Application »   **Save and resume later**

Review – Scroll through to the bottom to verify all information provided on the application and complete and correct.

Once you have read the certification at the bottom of the page, check the box and select *Continue Application*. This will **submit the application** and a confirmation notification will appear.

Once you have submitted your application, please monitor the email you provided as this is how you will be notified when the license fee is ready to be paid, or if additional information is needed to process the application.

You may visit https://aca-prod.accela.com/maplewood to check the status of your application at any time.