



125 Pinecone Road North

PHONE: 320-253-2171

Info@sartellmn.com

SARTELL, MN 56377

FAX: 320-253-3337

www.sartellmn.com

BUSINESS INFORMATION FORM

The City of Sartell wants to welcome you and your business. Please provide the following information so that we can better serve and help you with the opening of your new business.

Name of Proposed Business: _____

Legal Name of Proposed Business (if different): _____

Contact Name(s): _____ Phone: _____

Contact Address: _____

Emergency Contact Name and Phone Number: _____
(In addition, please fill out the attached Contact Form from the Police and Fire Department)

Email: _____ Website: _____

Address of Business: _____ Hours of operation: _____

Expected Opening Date: _____

How Was The Space Previously Used?

How Will You Use The Space (Items Sold, Provided, Etc)?

NAICS Code _____ Number Of Employees: _____ Full-Time _____ Part-Time

Will Food Be Prepared And Sold? _____

Will Alcohol Or Tobacco Be Sold Within The Space? _____

Are You Making Any Structural Or Other Improvements Within The Space?

If Yes, Please Describe The Improvements:

Please attach site plans, sketches, photos, or other information to help us better understand the proposed use.

If you are changing the door locks to your business please contact the Fire Marshal to update the keys in the building's emergency Dama Key Box

Helpful Information

Sartell City Hall Hours

Hours -7:00 a.m. to 4:30 p.m. Monday through Friday.

Mary Degiovanni, City Administrator
320-258-7309
mary@sartellmn.com

Anita Archambeau, Community Dev.
Director/Assistant City Administrator
320-258-7306
anita@sartellmn.com

Nate Keller, Community Development
Technician
320-258-7316
Nate.keller@sartellmn.com

Jon Halter, City Engineer
320-229-4344
jhalter@sehinc.com

John Kothenbeutel, Public Works
Director
320-258-7339
brad@sartellmn.com

Kyle Christensen, Building Inspector
320-258-7308
kyle@sartellmn.com

Jim Hughes, Police Chief
320-258-7341
jim@sartellmn.com

Butch Rieland, Fire Marshal
320-258-7307
butch@sartellmn.com

Signature/Date: _____

Printed Name _____

Staff Use Only

Intake Date: _____

Involved Staff

- Building Official
- Deputy City Clerk
- Planner
- Police
- Public Works
- Fire Marshal
- Other

Licenses/Permits/Reviews Required:
