



125 Pine Cone Road North

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SARTELL, MN 56377

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[www.sartellmn.com](http://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](mailto:mary@sartellmn.com)

Brad Borders, Public Works Director  
320-258-7304  
[brad@sartellmn.com](mailto:brad@sartellmn.com)

Anita Rasmussen, Planning Director  
320-258-7306  
[anita@sartellmn.com](mailto:anita@sartellmn.com)

Kyle Christensen, Building Inspector  
320-258-7308  
[kyle@sartellmn.com](mailto:kyle@sartellmn.com)

Nate Keller, Community Development  
Technician  
320-258-7316  
[Nate.keller@sartellmn.com](mailto:Nate.keller@sartellmn.com)

Jim Hughes, Police Chief  
320-258-7341  
[jim@sartellmn.com](mailto:jim@sartellmn.com)

Mike Nielson, City Engineer  
320-534-5940  
[mnielson@Wsbeng.com](mailto:mnielson@Wsbeng.com)

Butch Rieland, Fire Marshal  
320-258-7307  
[butch@sartellmn.com](mailto:butch@sartellmn.com)

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

Printed Name \_\_\_\_\_

#### Staff Use Only

Intake Date: \_\_\_\_\_

#### Involved Staff

#### Licenses/Permits/Reviews Required:

Building Official

\_\_\_\_\_

Deputy City Clerk

\_\_\_\_\_

Planner

\_\_\_\_\_

Police

\_\_\_\_\_

Public Works

\_\_\_\_\_

Fire Marshal

\_\_\_\_\_

Other

\_\_\_\_\_