



CITY OF ANOKA  
 2015 First Avenue  
 Anoka, MN 55303  
 Licensing: 763-576-2710



# TANNING SALON LICENSE

**Information included in this application is classified as  
 PUBLIC INFORMATION and will be provided to the public upon request**

***PLEASE FULLY COMPLETE THE APPLICATION AND PRINT LEGIBLY***

**Required Documentation: Applications cannot be accepted without the following attachments and payment.**

- Copy of current photo identification providing current address and date of birth.
- Workers Compensation Form
- SP:C1 Tax Clearance Form
- If applicable, Supplemental Details Sheet

***(choose appropriate type of your application below)***

**New Applicant, you must also include the following:**

- Payment of Investigation Fee \$25.00
- Payment of \$100.00 Annual Fee
- Payment of \$10.00 per bed

**Renewal Applicant, you must also include the following:**

- Payment of \$100.00 Annual Fee
- Payment of \$10.00 per bed
- If you have a license that has lapsed or you are submitting your application past it's due date, you must pay an additional \$25.00 or 10% of the total licensing fee (whichever is greater)
- If your license has lapsed or has been submitted over 30 days past it's expiration date or due date, you must apply as a new license and pay all applicable fees.

## PERSONAL INFORMATION

**Individual Submitting Application (Full First, Middle, Last Name)** \_\_\_\_\_

**Home Street Address** \_\_\_\_\_

**City/State** \_\_\_\_\_

**Zip** \_\_\_\_\_

**Home Phone (including area code)** \_\_\_\_\_

**Cell Phone (including area code)** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Drivers License #** \_\_\_\_\_

**State of Issuance:** \_\_\_\_\_

***(COMPLETE BOTH SIDES OF THIS FORM)***

**BUSINESS INFORMATION**

**Business Name**

**Business Street Address**

**City/State**

**Zip**

**Business Mailing Address (if different from above)**

**City/State**

**Zip**

**Business Phone (including area code)**

**Alternate Phone (including area code)**

**PLEASE ANSWER ALL QUESTIONS TRUTHFULLY AND TO THE BEST OF YOUR KNOWLEDGE**

*(attached additional sheets as necessary)*

- 1. Have you ever been convicted of any misdemeanor or felony violation of local ordinances (with the exception of misdemeanor traffic violations)? Yes  No

If yes, provide details of convictions (date of offense, date of conviction, location, charge):

\_\_\_\_\_

- 2. Have you ever been denied a license to conduct a like or similar activity or had such license suspended, revoked, or canceled, in any City/State?

Yes

No

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

- 4. List all names, nicknames and aliases by which you have been known:

\_\_\_\_\_

- 5. List two (2) of your previous addresses, immediately prior to your present address:

Street Address

City/State

Zip

Street Address

City/State

Zip

(I) do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Anoka, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar the requirements of the City, which is detailed in the pertinent section of the Anoka City Code, which was provided to me with my original application, and of which I may request additional copies of by contacting the office of the City Clerk.

**Signature of applicant:**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*(for office use only)*

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Complete  Incomplete

# SUPPLEMENTAL DETAILS

**LICENSE TYPE:**                      **Tanning Salon**

**Additional Documentation:**    **Applications cannot be accepted without the following:**

- Attach a list of all employees, providing their full name, full address and date of birth. If throughout your licensing period, your employee list changes, you must immediately notify the City Clerk's office.

YES       NO                      I am renewing my license with the same amount of tanning beds that I licensed in the previous year. That amount is \_\_\_\_\_.

*If no, how many additional beds are you requesting to be licensed \_\_\_\_\_.*

YES       NO                      Another business, other than tanning, is being operated on this property.

*If yes, please describe the other type of business: \_\_\_\_\_  
\_\_\_\_\_.*

*What percentage of the business is tanning \_\_\_\_\_%.*

YES       NO                      I am the owner of the property premises for which this license will be granted.

*If no, you must attach proof of your authorized use or lease with the owner, providing the name, address and phone number of the property owners.*

YES       NO                      I am the sole owner of the business for which this license will be granted.

*If jointly owned or partnership, you must provide the following information on any/all joint owners and partners.  
(Use additional sheets as necessary)*

\_\_\_\_\_  
Joint Owner/Partner    (Full First, Middle, Last Name)

\_\_\_\_\_  
Home Street Address    City/State    Zip

\_\_\_\_\_  
Home Phone (including area code)    Cell Phone (including area code)

Date of Birth: \_\_\_\_\_                      Drivers License # \_\_\_\_\_

State of Issuance: \_\_\_\_\_



**Form SP:C1**

**LICENSE APPLICANT:**

Pursuant to Minnesota Statute 270.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business Tax Identification Number and the Social Security Number of each license applicant.

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, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
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 licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

Licensing Authority: City of Anoka  
License Year Applying for: \_\_\_\_\_

**PERSONAL INFORMATION:**

Applicant name: \_\_\_\_\_  
Applicant address: \_\_\_\_\_  
Social Security No: \_\_\_\_\_

**BUSINESS INFORMATION:**

Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_

Minnesota Tax Identification No.: \_\_\_\_\_

Federal Tax Identification No.: \_\_\_\_\_

**If a Minnesota Tax Identification Number is not required, you must explain on the reverse side.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE AND TITLE (if any)

**-CERTIFICATE OF COMPLIANCE-  
MINNESOTA WORKERS' COMPENSATION 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 OR engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181 Subdivision 2. The information required is: the name of the insurance company, the policy number, the dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in their 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, Subdivision 2.

**This information is required by law.** Licenses and permits to operate a business or engage in an activity 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 or the Department of Labor and Industry payable to the Special Compensation Fund.

Provide the information specified above in the spaces provided, or certify the precise reason your business is excluded from compliance with the insurance coverage requirement for workers' compensation.

Insurance Company Name: \_\_\_\_\_  
(NOT the Insurance Agent)

Policy Number or Self-Insurance Permit Number: \_\_\_\_\_

Dates of Coverage: \_\_\_\_\_ to \_\_\_\_\_

\*\*\*\*\* (OR) \*\*\*\*\*

I am not required to have workers' compensation liability coverage because:

- I have no employees.
- I am self-insured (you must include the permit to self-insure)
- I have no employees who are covered by the workers' compensation law (these include: Spouse, Parents, Children, and certain farm employees)
- Other (must specify): \_\_\_\_\_

---

---

**APPLICANTS MUST COMPLETE AND SIGN BELOW:**

I HAVE READ AND UNDERSTAND MY RIGHTS AND OBLIGATIONS WITH REGARD TO BUSINESS LICENSES, PERMITS AND WORKER'S COMPENSATION COVERAGE. I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS ACCURATE AND COMPLETE AND THAT A VALID WORKERS' COMPENSATION POLICY WILL BE KEPT IN EFFECT AT ALL TIMES AS REQUIRED BY LAW.

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Doing Business As: \_\_\_\_\_  
(If applicable) (Business Name if different than your name)

Business/Home Address: \_\_\_\_\_  
Business/Home Phone: \_\_\_\_\_

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

## CHAPTER 22. LICENSING; BUSINESSES & SERVICES

### ARTICLE VI.      Tanning Salons

#### **Section 22-291.**      **Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Employee* means the person designated by the licensee/permittee for the facility to assist and instruct the public in the correct operation of the tanning facility.

*Fee* means amount charged to any individual or group of individuals in exchange for use of a tanning facility or facilities whether direct or by virtue of membership or access.

*Other compensation* means payment or exchange of goods or anything of value for use of the tanning facility or facilities.

*Patron* means any member of the public who is provided access to a tanning facility in exchange for a fee or other compensation or any individual who in exchange for a fee or other compensation is afforded use of a tanning facility as a condition or benefit of membership or access.

*Tanning equipment* means the sun lamp products and ultra-violet lamps intended to induce sun tanning through the irradiation of any part of the living human body.

*Tanning facility* means a room or booth, or suite of rooms under one management at one address, which house ultra-violet lamps or products containing such lamps intended for the irradiation of any part of the living human body for cosmetic or non-medical related purposes.

#### **Section 22-292.**      **Facilities and equipment.**

- (a) Users shall, on each visit, be provided, free of charge, with sanitary eyewear that will protect eyes from ultra-violet radiation and allow adequate vision necessary to maintain balance.
- (b) The operator shall inspect the facility to ensure that the floors are dry. Such floors are to be made dry prior to each individual's use.
- (c) The operator shall post signs and supply handouts warning consumers of the potential effects of radiation on persons taking medication and the possible relationship of radiation to skin cancer.
- (d) The operator shall be responsible for manufacturer specified sanitizing procedures for all sun lamp equipment between every use.
- (e) Convenient toilet facilities and dressing rooms shall be provided with all tanning facilities. Toilet facilities shall include a water closet and hand washing sinks. Toilet facilities and dressing rooms shall be clean and in working order at all times.

- (f) All tanning rooms, booths and cubicles or other areas where patrons utilize tanning equipment will be so equipped and constructed so as to provide complete privacy to the patron. No licensee, or employee, shall intentionally view, photograph or videotape any tanning patron while in a tanning room, booth, cubicle or other area, nor shall allow any other person to do so.

**Sections 22-293 thru 22-310. Reserved.**

**Section 22-311. License Required.**

No person, partnership or corporation shall engage or carry on an operation of a tanning facility used by the public for a fee or other compensation without a license issued by the city council for each and every separate office or place of business operated by such person in the city.

**Section 22-312. Application.**

- (a) Every applicant for a license required by this article shall file an application under oath with the city upon a form provided by the office of the city manager, and pay an application fee in the amount determined by the council. No application fee shall be refunded. The application, once accepted, shall be referred to the city building official and city fire marshal for investigation. Copies of the application shall be forwarded to such other city departments as the city council shall deem necessary for verification and investigation of the facts set forth in the application. The building official and fire marshal shall make a written recommendation to the city council as to the issuance or nonissuance of the license within 30 days. The council may order and conduct such additional investigation as it deems necessary.
- (b) Each application shall include the following information:
  - (1) Applicant/owner's full name, date of birth, mailing address and all telephone numbers. The term "applicant" includes all partners of a partnership and the officers and managing agents of the corporation.
  - (2) The name of the tanning facility and a complete description of services to be provided.
  - (3) Copies of identifications, such as driver's license and social security card of applicant/owner.
  - (4) Name, address and date of birth of each employee who will be employed in such establishment.
  - (5) A description of any other business to be operated on the same premises or on adjoining premises owned or controlled by the applicant/owner.
  - (6) Authorization for the city, its agents and employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant for the license.
  - (7) Such other identification and information as required by the city necessary to discover the truth of the matters specified in this article as required to be set forth in the application.

- (c) If the owner/operator operates more than one such tanning facility, the owner/operator shall file a separate application and fee for each facility owned or operated. Within 30 days of receipt of such application, the building official and fire marshal shall complete the initial inspection of the premises of such tanning facility and insure that the premises and tanning facility is installed and will be operated in accordance with this article.
- (d) In the event of a change of ownership, the new owner will be required to apply for a license to own and operate such a tanning facility within 30 days after taking possession of the property.

**Section 22-313.**

**Conditions governing issuance.**

- (a) No license shall be issued if the applicant or any of its owners, employees or agents has been convicted of a felony.
- (b) No license shall be issued if the applicant or any of its owners, employees or agents has been convicted of any offense which involves moral turpitude or which directly relates to the applicant's ability, capacity or fitness to perform the duties, and discharge the responsibilities of the licensed activities.
- (c) Licenses shall be issued only to applicants who have not, within two years prior to the date of application, been denied licensure or who have not, within such period, had their license revoked.
- (d) Licenses shall be issued only to applicants who have fully answered all the information requested in the application, have paid the full license fee, and have cooperated with the city in review of the application.
- (e) If the applicant is a natural person, the license shall be granted only if such person is 18 years of age or older.
- (f) Licenses may be granted only for locations in such commercial districts in which such conduct is properly zoned pursuant to the provisions of this Code. Licenses shall be granted only to businesses which can meet the safety, sanitary and other building code requirements of the city.

**Section 22-314.**

**License fee.**

The fee to be paid to the city for a license for a tanning facility shall be as established by the council.

**Section 22-315.**

**Renewal; nontransferability.**

- (a) The license issued by the city pursuant to this article shall be renewed each year on or before January 1.
- (b) The license issued under this article is valid only for the location stated on the license and is not transferable.

**Section 22-316.**

**Display of license.**

The license shall be displayed in a conspicuous place on the premises of the tanning facility.

**Section 22-317. Suspension and revocation.**

Any license issued under this article may be revoked, suspended or not renewed by the city council upon a showing that the licensee, its owners, employees or agents, have engaged in any of the following conduct:

- (a) Maintained unsanitary or other conditions in the operation of this facility, which in the health officer's judgment, constitute a substantial hazard to the public health.
- (b) Engage in fraud, deception or misrepresentation in connection with the securing of the license.
- (c) Engage in any conduct which would constitute grounds for refusal to issue a license.
- (d) Engage in conduct adversely affecting the public health, safety and welfare.
- (e) Failing to comply with any of the requirements pursuant to section 22-292.

**Sections 22-318 thru 22-340. Reserved.**