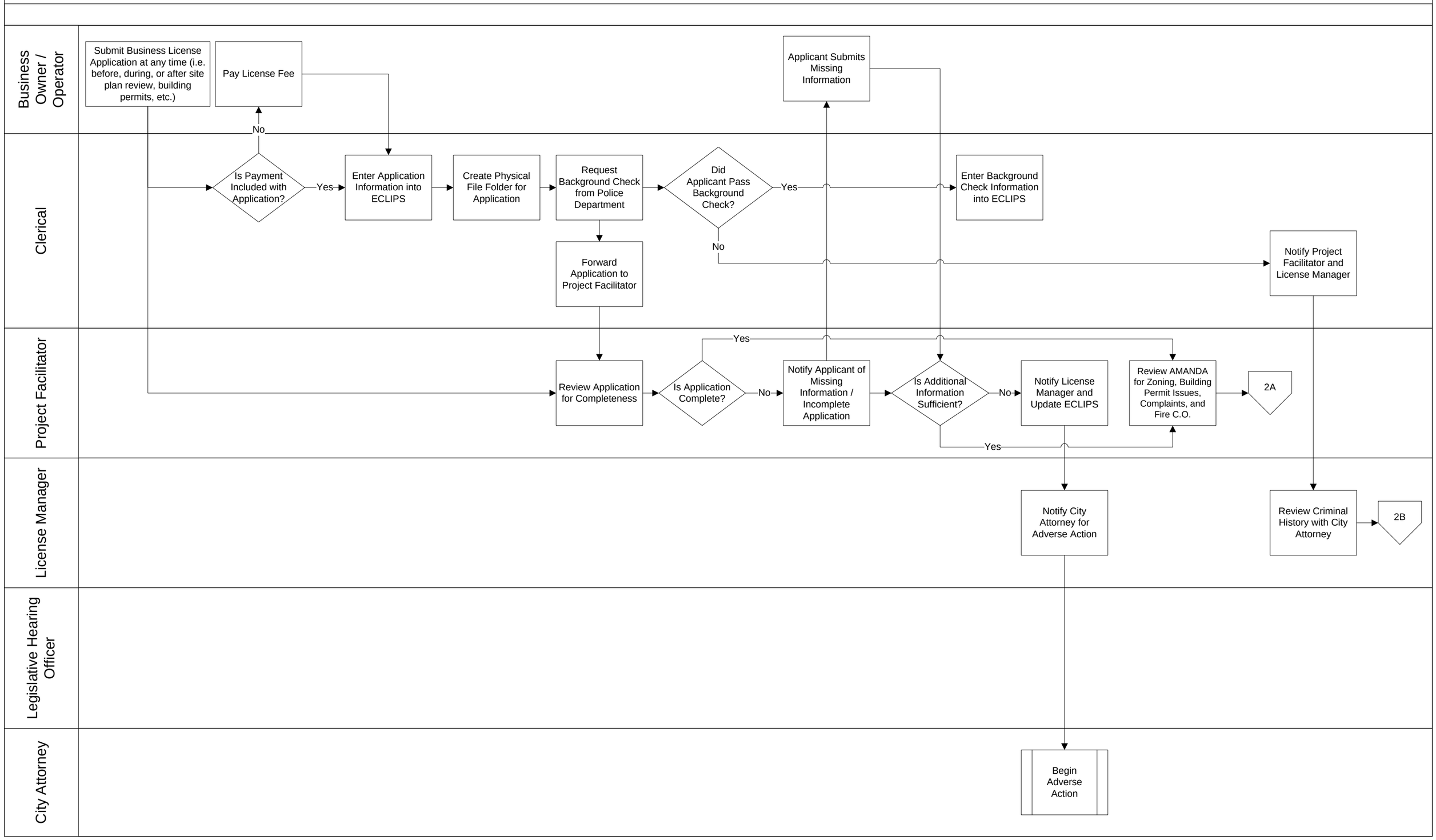
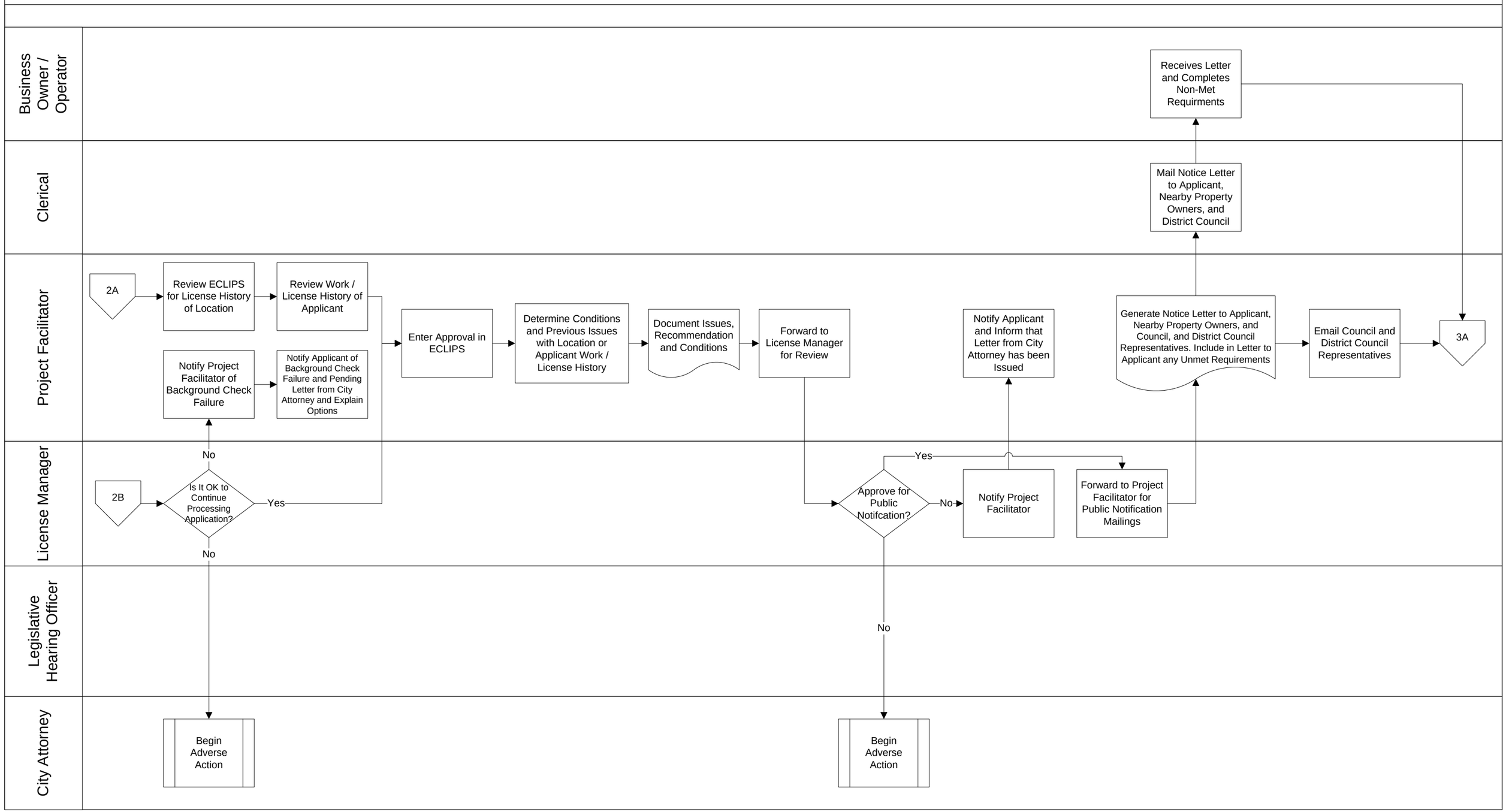
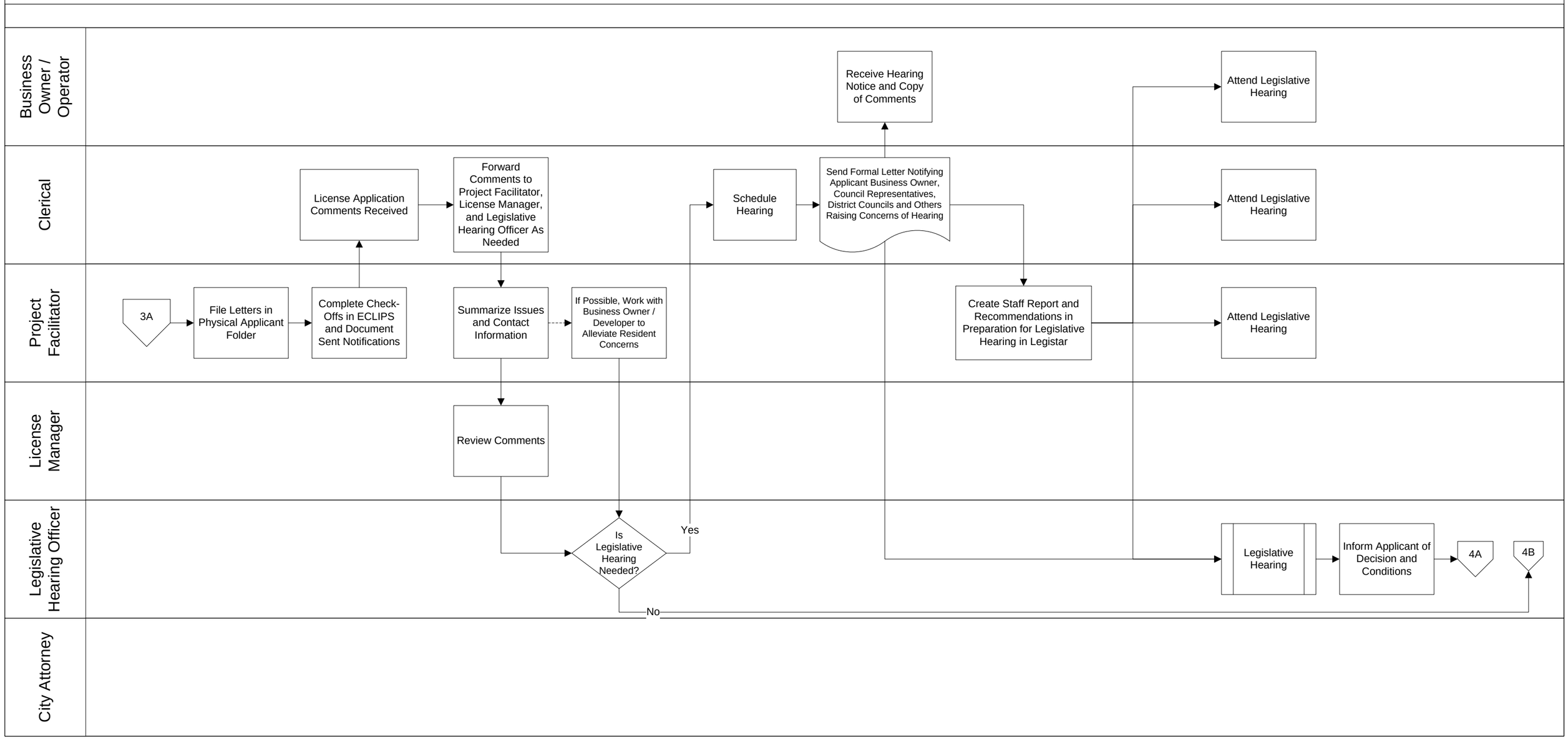
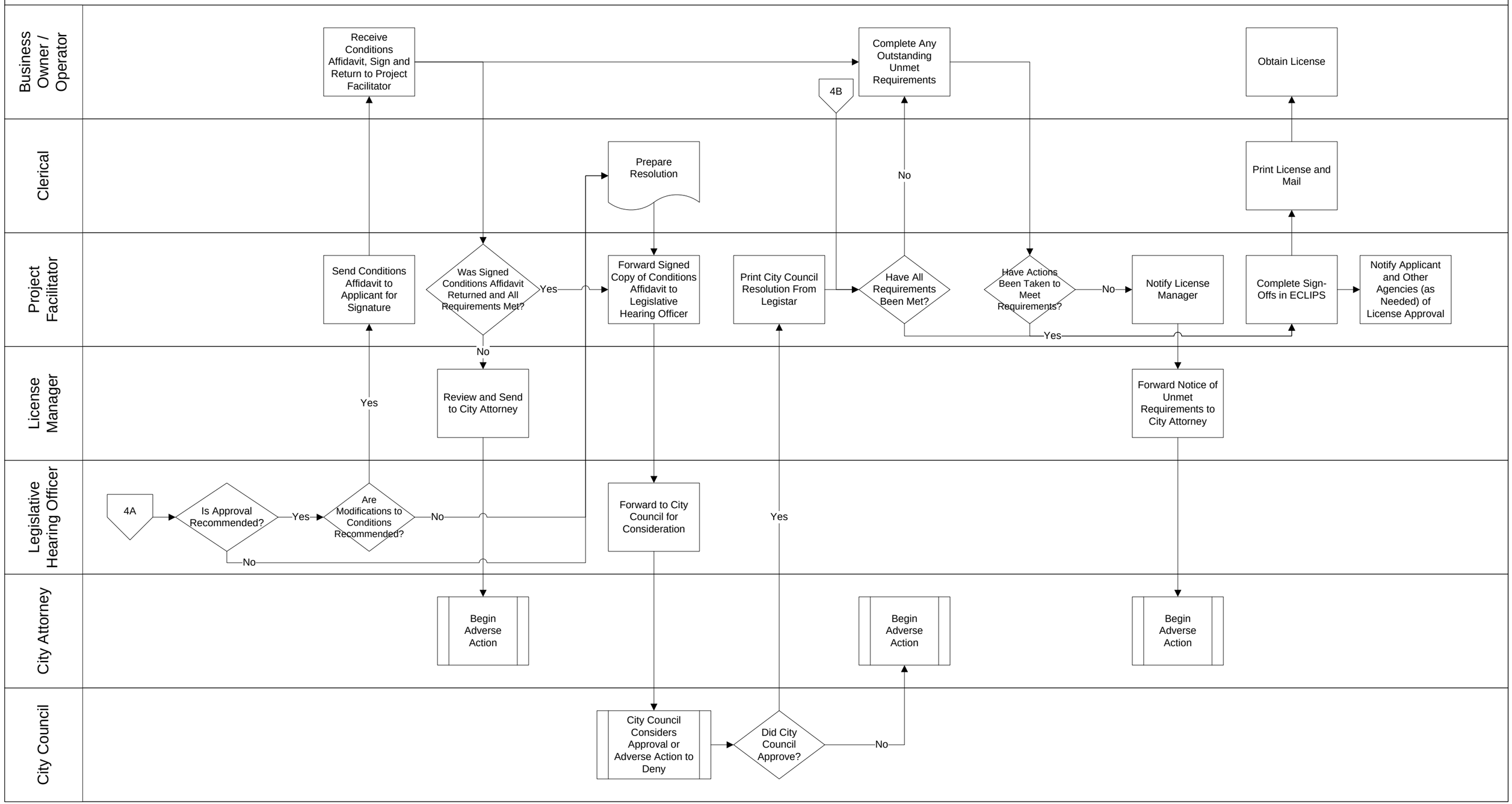
Saint Paul Department of Safety and Inspections – Business “N” License Application (without Petition)




Business Owner / Operator
Clerical
Project Facilitator
License Manager
Legislative Hearing Officer
City Attorney
Receives Letter and Completes Non-Met Requirments
Mail Notice Letter to Applicant, Nearby Property Owners, and District Council
2A
Review ECLIPS for License History of Location
Review Work / License History of Applicant
Notify Project Facilitator of Background Check Failure
Notify Applicant of Background Check Failure and Pending Letter from City Attorney and Explain Options
Enter Approval in ECLIPS
Determine Conditions and Previous Issues with Location or Applicant Work / License History
Document Issues, Recommendation and Conditions
Forward to License Manager for Review
Notify Applicant and Inform that Letter from City Attorney has been Issued
Generate Notice Letter to Applicant, Nearby Property Owners, and Council, and District Council Representatives. Include in Letter to Applicant any Unmet Requirements
Email Council and District Council Representatives
3A
No
2B
Is It OK to Continue Processing Application?
Yes
No
Yes
Approve for Public Notifcation?
No
Notify Project Facilitator
Forward to Project Facilitator for Public Notification Mailings
No
Begin Adverse Action
Begin Adverse Action


Business Owner / Operator
Clerical
Project Facilitator
License Manager
Legislative Hearing Officer
City Attorney
3A
File Letters in Physical Applicant Folder
Complete Check-Offs in ECLIPS and Document Sent Notifications
License Application Comments Received
Forward Comments to Project Facilitator, License Manager, and Legislative Hearing Officer As Needed
Summarize Issues and Contact Information
If Possible, Work with Business Owner / Developer to Alleviate Resident Concerns
Review Comments
Is Legislative Hearing Needed?
Yes
No
Schedule Hearing
Send Formal Letter Notifying Applicant Business Owner, Council Representatives, District Councils and Others Raising Concerns of Hearing
Receive Hearing Notice and Copy of Comments
Create Staff Report and Recommendations in Preparation for Legislative Hearing in Legistar
Attend Legislative Hearing
Attend Legislative Hearing
Attend Legislative Hearing
Legislative Hearing
Inform Applicant of Decision and Conditions
4A
4B


Business Owner / Operator
Clerical
Project Facilitator
License Manager
Legislative Hearing Officer
City Attorney
City Council
Receive Conditions Affidavit, Sign and Return to Project Facilitator
Complete Any Outstanding Unmet Requirements
Obtain License
4B
Prepare Resolution
No
Print License and Mail
Send Conditions Affidavit to Applicant for Signature
Was Signed Conditions Affidavit Returned and All Requirements Met?
Yes
Forward Signed Copy of Conditions Affidavit to Legislative Hearing Officer
Print City Council Resolution From Legistar
Have All Requirements Been Met?
Have Actions Been Taken to Meet Requirements?
No
Notify License Manager
Complete Sign-Offs in ECLIPS
Notify Applicant and Other Agencies (as Needed) of License Approval
Yes
No
Yes
Review and Send to City Attorney
Forward Notice of Unmet Requirements to City Attorney
4A
Is Approval Recommended?
Yes
Are Modifications to Conditions Recommended?
No
No
Forward to City Council for Consideration
Yes
Begin Adverse Action
Begin Adverse Action
Begin Adverse Action
City Council Considers Approval or Adverse Action to Deny
Did City Council Approve?
No