Checklist for Alcohol Stored Off Licensed Premise

Investigator: _____

D/B/A Name and Address: _____

Date Application Assigned: _____ Date Case Completed: _____

The following requirements will be completed by the Investigator working on your case:

____ **Investigators Requirement** – A map of the zoning overlay of the area surrounding the proposed premise

____ **Investigators Requirement** – The proposed location CANNOT be a residence – must be a commercial site

____ **Investigators Requirement** – A copy of the approval from the State of Missouri for the proposed premise

*In order to begin processing a liquor application, an **applicant** must submit the following:*

____ Liquor License Application **(must be signed & notarized).**

Have	***Need***	
___	___	Consultant consent form signed by the applicant (only applicable if a consultant is used)
___	___	Letter from M.O. of establishment stating the purpose for the desire to store alcohol off site (the letter must include the address of proposed storage location and the square footage)
___	___	Property owners consent (must bring in a **notarized letter** from the owner and a **certified copy** of the deed {warranty deed, quit claim deed…} proving ownership of property)
___	___	Two (2) recent photographs of the front of the proposed premises to be used for storage

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have	***Need***	
___	___	All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13th St., (816) 889-2574 **– contingency item**