Checklist for dance hall permit (monthly and yearly)

Inve	estigato	r	
DB	A name	and address	
Date	e applic	ation assigned	Date case completed
$The_{.}$	followin	g requirements will be completed by the investige	ntor working on your case
	Invest	igator requirement – verification that the busine	ess does have a current license (attach a copy) – sale only
		igator requirement – the zoning of the premises nding the proposed premise	and a map of the zoning overlay of the area immediately
	as the	<u>-</u>	out to all neighborhood associations within the same ZIP code s who represent the same district of the proposed premise, as
<u>Yes</u>	<u>No</u>		
			emises within 250 feet of residentially zoned property and nent create a nuisance to that property? Section 12-147(c)(1)
		Investigator requirement – Could the operation as defined in Chapter 46? Section 12-147(c)(2)	on of the business or establishment create a noise disturbance
		Investigator requirement – Could the operation public safety? Section 12-147(c)(3)	on of the business or establishment prove to be a menace to
			on of the business or establishment cause traffic congestion or e or disturbances in the locality involved? Section 12-147(c)(4)
		any agent, servant or employee of such applican	of the partnership, any officer or director of the corporation, or at or licensee been convicted of any drug or narcotic offense, g the welfare or abuse of a child or minor during the five years ction 12-146(b)
In o	rder to l	pegin processing an amusement application, an ap	pplicant must submit the following
	if zon		ning and Development Department so that they may determine at your proposed location – City Planning and Development 00
		ement application – must be signed and notarize /kcmo.org/CKCMO/Depts/NeighborhoodsandHot	ed. Form provided by the Regulated Industries Division using Services/Regulated Industries/)
	cities,	states and countries where applicant(s) and/or ow	city treasurer) for a criminal history record check to include all vner(s) have resided. An active, practicing lawyer in the State of check as long a copy of the bar association card is submitted
All c	of the fol	llowing information must be submitted by the app	licant
<u>Have</u>	<u>Need</u>		
		Consultant consent form signed by the applicant the Regulated Industries Division (http://kcmo.org/CKCMO/Depts/Neighborhood	t (only applicable if a consultant is used) – form provided by <pre>sandHousingServices/RegulatedIndustries/)</pre>
		Two recent photographs of the front of the prem	nises to be licensed

<u>Have</u>	<u>Need</u>	
		A diagram of the premises including the total number of square feet in the building and the number of floors
		Property owner's consent – must bring in a notarized letter from the owner and a certified copy of the deed (warranty deed or quit claim deed) proving ownership of property – N/A if information is on file
		Fictitious name registration (if DBA is different than the corporate name) – from the State Office Building in KCMO, 615 E. 13 th St., (816) 889-2925
	_	LLC only – a copy of the operating agreement listing the members and managers of the LLC Corporation only – a copy of the bylaws and all amendments <i>and</i> organizational minutes , verifying all corporate officers, shareholders and number of shares held <u>or</u> the Articles of Incorporation Partnership only – a copy of the partnership agreement (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application
		Certificate of good standing from the State of Missouri . If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not general partnership), <u>or</u> a certificate of incorporation (corporation) – from the State of Missouri , State Office Building in KCMO, 615 E. 13 th St., (816) 889-2925
		Two recent passport-style photos (without hat) of anyone who owns more than 10 percent of the stock in the location or who owns more than 10 percent of the business
		Schedule P from anyone who owns more than 10 percent of the stock in the location or who owns more than 10 percent of the business – form provided by the Regulated Industries Division (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)
		Declaration of intent to sell, signed by all parties and notarized – form provided by the Regulated Industries Division (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/) – sale only
		A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.
		Other items that may be requested by the investigator
		A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12 th St., (816) 513-1500
		A copy of the occupant load certificate stating the occupancy load (<i>only needed for the following:</i> if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Departmen in City Hall, 414 E. 12 th St., (816) 513-1500
		A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247
		A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100