Checklist for haunted house

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

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

____ **Investigator requirement** – verification that the business does have a current license (**attach a copy**) – **sale only**

____ **Investigator requirement** – the zoning of the premises and map of the zoning overlay of the area immediately surrounding the proposed premises

____ **Investigator requirement** – notification letters mailed out to all neighborhood associations within the same ZIP code and City Councilmembers who represent the same district of the proposed premise, as well as other pre-determined government entities

Yes ***No***

___ ___ **Investigator requirement** – Has the applicant or anyone with ownership in the business been convicted of a felony or other offense involving moral turpitude? **Section 12-2**

___ ___ **Investigator requirement** – Do you believe that the operation of such business or establishment has or will create a neighborhood nuisance or disturbance, prove a menace to public safety, or impair the health, peace or comfort of people working or residing in the vicinity? **Section 12-7(a)**

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

____ Before submitting an application, contact the City Planning and Development Department so that they may determine if zoning will allow your proposed business to operate at your proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500

____ Amusement application **– must be signed and notarized. Form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)

____ A $42 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) and/or owner(s) have resided. An active, practicing lawyer in the State of Missouri will not be subject to a criminal history record check as long a copy of the bar association card is submitted

All of the following information must be submitted by the applicant

Have ***Need***

___ ___ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)

___ ___ Two recent photographs of the front of the premises to be licensed

___ ___ A diagram of the premises including the total number of **square feet** in the building and the **number of floors**

___ ___ **LLC only** – a copy of the **operating agreement** listing all of the members and managers of the LLC
Corporation only – a copy of the **bylaws and all amendments *and* organizational minutes**, verifying all corporate officers, shareholders and number of shares held ***or*** 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 g*eneral partnership*), ***or*** a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925

Have ***Need***

___ ___ Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office

Building in KCMO, 615 E. 13th 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.

___ ___ A copy of the certificate of insurance meeting the following requirements

(1) The policy shall provide for liability insurance with a combined single-limit policy of $500,000
(2) The City shall be added as an additional insured to such policy by separate endorsement
(3) The policy shall contain a separate endorsement requiring the insurance company to notify the City in writing of any change in or cancellation of the policy at least 10 days prior thereto

___ ___ A copy of the occupant load certificate stating the occupancy load (***only needed for the following:*** 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 Department in City Hall, 414 E. 12th 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