Checklist for liquor manufacturer

Investigator _____

DBA name and address _____

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

____ **Investigator requirement** – address verification through the database confirming that there is not an existing liquor license at this proposed address

____ **Investigator requirement** – a map of the zoning overlay of the area immediately surrounding the proposed premise

____ **Investigator requirement** – *church/school location checklist* completed listing all churches and schools within 300 feet of the proposed premise – see **Section 10-212** for all exceptions to this ordinance

____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

*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

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

____ $250 application fee – check or money order made out to the city treasurer

____ A $42 processing fee per person for a criminal history record check to include all cities, states and countries where applicant(s) has resided. This will include the *managing officer* and anyone who owns **more than 10 percent** of the stock in the business or owns **more than 10 percent** of the business – check made out to the city treasurer. If the appointed managing officer is an active, practicing lawyer in the State of Missouri, a criminal history record check is not required, but he must submit a copy of his bar association card

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/)
___	___	A diagram of the premises including the total number of **square feet** in the building and the **number of floors**
___	___	Two recent photographs of the front of the premises to be licensed
___	___	**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 *and* organizational minutes**, verifying all corporate officers, share holders 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*** certificate of incorporation (corporation) – **from the State of Missouri,** State Office Building in KCMO, 615 E. 13th St., (816) 889-2672
___	___	Fictitious name registration (**if DBA is different than the corporate name**) from State Office Building in KCMO, 615 E. 13th St., (816) 889-2672

Have ***Need***

___ ___ Managing officer appointment form completed (managing officer must reside in Missouri) **– form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)

___ ___ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business

___ ___ A ***schedule P form*** must be filled out for the *managing officer* and *anyone* who owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character **(Section 10-181 & 10-185) – form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)

___ ___ A copy of the managing officer's Missouri driver's license – **must be a Missouri resident and U.S. citizen**

___ ___ Anyone who was not born in the United States and owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card} employment authorization card or a military ID

___ ___ 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 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***

___ ___ **Investigator requirement** – Include a current copy of the ***Jackson County***, Missouri **Property Tax Clearance** showing there is no property tax due on any personal property owned by the licensee (or used in the activity and owned by a party related to the licensee or by an entity owned or controlled by or under common ownership or control with the licensee) ***or*** have you included written authorization from Jackson County officials stating that an arrangement for the delinquent property taxes has been made between the county and licensee? Direct all questions to Edwin Stoll, Director of Collections of Jackson County at (816) 881-3187.

___ ___ 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 certificate of occupancy (must be from the DBA applying) – 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

___ ___ 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