Checklist for restaurant/bar with microbrewery

Investigator _____

DBA name and address _____

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

____ **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 map of the zoning overlay of the area immediately surrounding the proposed premises

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

____ **Investigator requirement** – verify that the proposed licensee will not manufacture or brew malt liquor containing alcohol not in excess of five percent by weight or non-intoxicating beer and the quantities will not exceed 10,000 barrels annually

____ **Investigator requirement** – *consent verification checklist* completed confirming all requirements in **Sections 10-214** and **10-215** have been checked

____ **Investigator requirement** – Did the applicant fail to successfully complete the consent process? If yes, you must send the **property owner** a letter stating "should the premise fail the consent process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed" – see the *consent verification checklist* for specifics

____ **Investigator requirement** – *notification checklist* completed and attached listing all entities that received notifications

____ **Investigator requirement** – If you believe the business may not be able to maintain its status as a restaurant-bar based on a limited menu, business concept or any other reason, you must complete a density study and submit a completed Restaurant-bar Risk and Acknowledgement Form if density will not allow a tavern to be located at this address

____ **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

____ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor OR submit $100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer

All of the following information must be submitted by the applicant

Have	***Need***	
___	___	Ninety-day waiver for food sales requirements, signed and notarized – *only if applicable* – **form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)
___	___	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/Alcohol/)

Have	***Need***	
___	___	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) 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. If the appointed managing officer is an active, practicing attorney in the State of Missouri, a criminal history record check is not required, but he must submit a copy of his bar association card
___	___	*Consent form oath* signed by the applicant ***and*** a majority of the consent forms, signed by the eligible consenters, must be returned to the office within 45 days from the date issued. An extension of time may be requested in writing. **Consent forms are provided by the Regulated Industries Division.**
___	___	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** involved. A separate measurement of total **square feet** will be necessary for all outdoor seating areas (not to include a sidewalk café)
___	___	**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, 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 *general partnership*), ***or*** a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925
___	___	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
___	___	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/Alcohol/)
___	___	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/Alcohol/)
___	___	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.
___	___	A copy of the menu
___	___	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.

___ ___ **Investigator requirement** – Submit a current 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 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 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 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