City of Kansas City, Mo.
Neighborhoods and Housing Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106
(816) 513-4561

Temporary 3 a.m. closing permit application

All of the following requirements must be met in order to process your application

[ ] Be a current sales-by-drink Sunday liquor license holder as required by RSMo 311.088 of the Missouri State Statutes.
[ ] Be the holder of a current sales-by-drink liquor license that was issued under section 10-102 , 10-103, 10-134 or 10-135 of the code of ordinances of the city of Kansas City, Missouri.
[ ] Prior to submitting this application, you must successfully complete the consent requirement as outlined in section 10-106(b)(1)(a) of the code of ordinances of the city of Kansas City, Missouri.

State License – Upon approval of the city permit, you must submit the city letter of approval along with an application for a temporary 3:00 a.m. liquor permit to the **State of Missouri Division of Alcohol & Tobacco Control –** 615 E. 13th St., (816) 889-2574

Each temporary 3:00 a.m. closing permit costs $75 – A maximum of six (6) permits will be issued on an annual basis

Name of the event (i.e., New Years Eve Bash) _____

DBA name _____ DBA address _____

Applicant's name _____ Date of event _____
Managing officer, sole owner, partner or corporate officer ONLY

Applicant's daytime phone number _____ Applicants email _____

Location of event: [ ] indoors [ ] outdoors [ ] both indoors and outdoors

Will this event involve a street closure or will it be held on an unlicensed portion of the premise? [ ] yes [ ] no

If this event will be held on an unlicensed portion of the premise, you must submit a catering permit

Will you have security onsite for this event? [ ] yes [ ] no

Where will security be stationed during the event? [ ] indoors [ ] outdoors [ ] both indoors & outdoors

Security will be: [ ] armed [ ] unarmed Number of security officers who will be on site during the event _____

Security company _____ Phone _____

[ ] A copy of the State of Missouri temporary 3:00 a.m. permit must be submitted before your permit will be issued

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with all Kansas City, MO ordinances and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

_____ Date_____
Signature of applicant

---------- For office use only – Do not write below this space ----------

Application processed by _____ Date application completed _____
Name of Customer Service Representative

This application is hereby [ ] approved [ ] disapproved _____ Date _____

This permit is hereby [ ] approved [ ] disapproved _____ Date _____