

Checklist for Annual Catering Permit

Investigator: _____

D/B/A Name and Address: _____

Date Application Assigned: _____ Date Case Completed: _____

Have *Need*

___ ___ Liquor License Application (**must be signed and notarized**). Form provided by the Regulated Industries Division
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

___ ___ \$500 Application fee (Annual Catering Permit only) – check or money order payable to the City Treasurer (only a restaurant/bar or a caterer is eligible to receive an Annual Catering Permit)

___ ___ Consultant consent form signed by the applicant (only applicable if a consultant is used)

***The fee for an Annual Catering Permit is \$1,500**

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*

___ ___ 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 – **contingency item**