Checklist for Change of Business Type

Investigator _____

D/B/A Name and Address _____

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

____ **Investigator Requirement** – *Density study and checklist* completed (list all package stores **or** taverns located in the specified area). See **section 10-211** for all exceptions to this ordinance – **Only if needed**

____ **Investigator requirement –** Check the server and master file of the current licensee to see if a "conditional license" has been issued at this location. Is a conditional license in place at this location? _____. If yes, refer to the P & P titled "Conditional Licenses" and follow accordingly.

____ **Investigator Requirement** – The zoning of the premises as well as a map of the zoning overlay of the area immediately surrounding the proposed premise

____ **Investigator Requirement** – *Liquor by the drink and package requirement checklist* completed confirming the business is eligible to receive a liquor license as required in **sections 10-102** and **10-111** of the ordinance

____ **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 letters emailed or mailed out to all neighborhood associations within 500 feet of the proposed premise, City Councilmember's who represent the same district of the proposed premise, and all other pre-determined government entities

____ **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://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /)

All of the following information listed below 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://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /)
___	___	Property owners consent (must bring in a **notarized letter** from the owner and a **certified copy** of the deed {warranty deed or quit claim deed} proving ownership of property) approving the downgrade to a tavern.
___	___	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

Have ***Need***

___ ___ *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.**

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***

___ ___ 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 Zoning Determination ***stating*** the use of the premises for the proposed business **(alcohol is permitted/parking is sufficient)** is permitted through zoning (City Hall, City Planning and Development Department, 414 E. 12th St., (816) 513-1500) **– contingency item**

___ ___ 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**