

Checklist for upgrade/reclassification of license

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

This checklist is used to upgrade the type of liquor served (upgrading from a malt liquor by the package license to a full liquor-by-the-package license) or type of license held (liquor-by-the-drink to a liquor-by-the-package license)

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** – verification and copies of the current **City and State** liquor licenses
- ____ **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** – map of the zoning overlay of the area immediately surrounding the proposed premise
- ____ **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
- ____ **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 – **only if changing from a liquor-by-the-drink to a liquor-by-the-package license or likewise**
- ____ **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 mailed out to all property owners within 350 feet of the proposed premise, neighborhood associations within 500 feet of the proposed premise and City Councilmember’s who represent the same district of the proposed premise, as well as other pre-determined government entities

*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**)
- ____ 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 listed below must be submitted by the applicant

Have Need

- ___ ___ 90-day waiver (waiving food sales requirements) signed and notarized, *only if applicable* – **form provided by the Regulated Industries Division**
(www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/index.htm)
- ___ ___ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form is provided by the Regulated Industries Division**
(www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/index.htm)
- ___ ___ Signed consents, one over half, must be returned to the office within 45 days from the date when they were originally picked up. An extension of time may be requested in writing, but must be submitted before the due date. If a property owner has changed from the owner listed on the consent form, a notarized deed must be submitted proving ownership. Consents are not required if the applicant falls under the criteria listed in Section 10-215 (1), (2), (3), (4) and (5). **Consent forms are provided by the Regulated Industries Division.**
- ___ ___ 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)

A liquor application can be processed without the following **contingency items**. However, all **contingency items** must be submitted before a license will be issued.

Have Need

- ___ ___ A copy of the occupant load certificate, which states the occupancy load (must state the interior occupant capacity) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4 – **contingency item needed only if changing from a liquor-by-the-package to a drink license**
- ___ ___ A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247 – **contingency item needed only if changing from a liquor-by-the-package to a drink license**
- ___ ___ 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**