Checklist for upgrade/reclassification of license

Investigator _____

DBA name and address _____

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 emailed or mailed out to all eligible consenters, property owners within 350 feet of the proposed premise, 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)**

____ 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)

___ ___ *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.**

___ ___ 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 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 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**