

# Checklist for expansion of liquor premise

Investigator \_\_\_\_\_

DBA name and address \_\_\_\_\_

Date application assigned \_\_\_\_\_ Date case completed \_\_\_\_\_

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

\_\_\_ **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** – *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** – *consent verification checklist* completed confirming all requirements in **Sections 10-214** and **10-215** have been checked

\_\_\_ **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** – 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 Councilmembers 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. 12<sup>th</sup> 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/>)

\_\_\_ \$150 application fee – **check or money order made out to the city treasurer**

\_\_\_ 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 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/>)

Have    Need

- \_\_\_    \_\_\_    Signed consents – one over half must be returned to the office within 45 days from the date when they were originally picked up. **One** extension up to 45 days may be requested in writing, but must be submitted before the due date. Consents are not required if the applicant falls under the criteria listed in Section 10-215 (1), (2), (3), (4) and (5) – **consent forms provided by the Regulated Industries Division**
- \_\_\_    \_\_\_    A diagram of the premises including the total number of **square feet** in the building and the **number of floors** involved – a separate measurement of total **square feet** will be necessary for all outdoor seating areas (not to include a sidewalk café)
- \_\_\_    \_\_\_    Property owner's consent – must bring in a **notarized letter** from the owner and a **certified copy** of the deed (or warranty deed or quit claim deed) proving ownership of property and approving the expansion

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 new certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500, Option 4 – **contingency item**
- \_\_\_    \_\_\_    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. 12<sup>th</sup> St., (816) 513-1500 – **contingency item**
- \_\_\_    \_\_\_    A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247 – **contingency item**
- \_\_\_    \_\_\_    A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100 – **contingency item**
- \_\_\_    \_\_\_    A certificate of compliance (must be from the DBA applying) stating no exterior code violations currently exist on the property – from the Neighborhood Preservation Division, 4900 Swope Parkway, (816) 513-9010 – **contingency item**
- \_\_\_    \_\_\_    All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2574 – **contingency item**