Checklist for change/addition of live entertainment

Investigator _____

DBA name and address _____

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

____ **Investigator requirement** – verification that the business does have a current liquor license **– attach a copy**

____ **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** – *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*

____ Liquor license application **– must be signed and notarized. Form provided by the Regulated Industries Division** (http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /)

____ 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 /)
___	___	Property owner's 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
___	___	*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.**
___	___	Other items that may be requested by the investigator