Checklist for transfer of location of liquor establishment

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** – verification that no 3:00 a.m. closing permit will be transferred to another location as specified in **section 10-263(a)** of the ordinance.

____ **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** – c*hurch/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** – a map of the zoning overlay of the area immediately surrounding the proposed premise

____ **Investigator requirement** – address verification through the database confirming that there is not an existing liquor license at this proposed address

____ **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 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**

____ $25 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** (www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/index.htm)

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**

___ ___ Two recent photographs of the front of the premises to be licensed

___ ___ A diagram of the premises including the total number of **square feet** in the building, total **square feet** for all outdoor seating areas (not to include a sidewalk café) and the **number of floors** involved

___ ___ Other items that may be requested by the investigator

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

Have ***Need***

___ ___ **Investigator requirement** – Include a current copy of the ***Jackson County***, Missouri **Property Tax Clearance** showing there is no property tax due on any personal property owned by the licensee (or used in the activity and owned by a party related to the licensee or by an entity owned or controlled by or under common ownership or control with the licensee) ***or*** have you included written authorization from Jackson County officials stating that an arrangement for the delinquent property taxes has been made between the county and licensee? Direct all questions to Edwin Stoll, Director of Collections of Jackson County at (816) 881-3187.

___ ___ A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500

___ ___ 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

___ ___ A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100

___ ___ 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

***** A licensee whose license has been surrendered, canceled or not renewed as a result of the transfer of the real property where the premises are located to an entity that has the power of eminent domain, and who files an application for a new license within 12 months from the date of the transfer of the real property **shall be exempt from the density requirements**, but the licensee shall meet all other requirements of Chapter 10 **– Section 10-263(b)**

*** This form can only be used if there are no changes in ownership**