Checklist for recreation hall (non-liquor)

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 that the business does have a current license (**attach a copy**) – **sale only**

____ **Investigator requirement** – the zoning of the premises as well as a map of the zoning overlay of the area immediately surrounding the proposed premise

____ **Investigator requirement** – notification letters mailed out to all neighborhood associations within the same ZIP code as the proposed establishment and City Councilmembers who represent the same district of the proposed premise, as well as other pre-determined government entities

Yes ***No***

___ ___ **Investigator requirement** – Has the applicant or anyone with ownership in the business been convicted of a felony or other offense involving moral turpitude? **Section 12-2**

___ ___ **Investigator requirement** – Do you believe that the operation of such business or establishment has or will create a neighborhood nuisance or disturbance, prove a menace to the public safety, or impair the health, peace or comfort of persons working or residing in the vicinity? **Section 12-7(a)**

*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

____ Amusement application **– must be signed and notarized. Form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)

____ A $42 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) and/or owner(s) have resided. An active, practicing lawyer in the State of Missouri will not be subject to a criminal history record check as long a copy of the bar association card is submitted

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://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)

___ ___ 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 and the **number of floors**

___ ___ **LLC only** – a copy of the **operating agreement** listing all of the members and managers of the LLC
Corporation only – a copy of the **bylaws and all amendments *and* organizational minutes**, verifying all corporate officers, shareholders and number of shares held ***or*** the **Articles of Incorporation**
Partnership only – a copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – The managing partner must be noted on the application

___ ___ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), ***or*** a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925

Have	*Need*	
___	___	Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13th St., (816) 889-2925
___	___	Two recent passport style photos (without hat) of anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business
___	___	Schedule P from anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business – **form provided by Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)
___	___	Declaration of intent to sell, signed by all parties and notarized – **form provided by the Regulated Industries Division** (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/) – **sale only**
___	___	A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.
___	___	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, 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
___	___	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