

Checklist for liquor wholesaler

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** – 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** – 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

*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. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

___ A \$250 application fee – check or money order made out to the city treasurer

___ A \$41 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) has resided. This includes the *managing officer* and anyone who owns **more than 10 percent** of the stock in the business or owns **more than 10 percent** of the business. If the appointed managing officer is an active, practicing lawyer in the State of Missouri, a criminal history record check is not required but he must submit a copy of his bar association card

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/>)

___ ___ A diagram of the premises including the total number of **square feet** and **number of floors** in the building

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

___ ___ **LLC only** – a copy of the **operating agreement** listing 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

___ ___ 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

Have Need

- ___ ___ Managing officer appointment form completed (managing officer must reside in Missouri) – **form provided by the Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- ___ ___ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business
- ___ ___ A **schedule P form** must be filled out for the *managing officer* and *anyone* who owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (**Section 10-181 & 10-185**) – **form provided by the Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- ___ ___ A copy of the managing officer's Missouri driver's license – **must be a Missouri resident and U.S. citizen**
- ___ ___ Anyone who was not born in the United States and owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID
- ___ ___ 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.
- ___ ___ 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

- ___ ___ 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, Option 4 – **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 **or** certificate of compliance from the most recent inspection (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. 13th St., (816) 889-2574 – **contingency item**