

Checklist for amusement device provider/exhibitor

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

*In order to begin processing an amusement device provider/exhibitor application, an **applicant** must submit the following*

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

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 statement of no sales/use tax due dated within the preceding 90 days from the date of application – from the Finance Department in City Hall, 414 E. 12 th St., (816) 513-1120 or (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. 12 th St., (816) 513-1500, Option 4 |
| _____ | _____ | 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 |