

Checklist for Adult Live Entertainment & Adult Entertainment Business – New & Sale

If liquor will be served, a separate application for a liquor license will have to be submitted

Investigator: _____

D/B/A Name and Address: _____

Date Application Assigned: _____ Date Case Completed: _____

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

- ___ **Investigators Requirement** – Verification that the business does have a current license (**attach a copy**) – **Sale Only**
- ___ **Investigator Requirement** – A map of the zoning overlay of the area immediately surrounding the proposed premise.
- ___ **Investigator Requirement** – Notification letters mailed out to all property owners within 1,000 feet of the proposed establishment as well as to all neighborhood associations within the same zip code as the proposed establishment and City Council Representatives who are located in the same district of the proposed premise as well as other pre-determined government agencies. **If within ten (10) days** after the notifications have been mailed out, any property owner or neighborhood association located within 1,000 feet of the proposed establishment submits a written request for a hearing, the director shall within five (5) days of receipt mail a notice of a hearing to the applicant and all property owners and neighborhood associations within 1,000 feet of the proposed establishment to include the date, time, and place of the hearing before the Director. The date of the hearing shall not be less than thirty (30) days nor more than forty (40) days following the determination that the application is complete – **NEW ONLY**.

Yes No

- ___ ___ **Investigator Requirement** – Has the applicant or any spouse, partner, officer, or director of the applicant, or shareholder with a greater than ten (10%) percent interest, been convicted of a violation of this article or have they had a license under this article revoked at any time in the two years immediately preceding the date of application? **12-57(9)**
- ___ ___ **Investigator Requirement** – Has the applicant, or any spouse, partner, officer, or director of the applicant, or shareholder with a greater than ten (10%) percent interest within the previous ten years been convicted of, or remain under confinement for any felony, misdemeanor, ordinance violation or municipal ordinance violation involving sexual offenses, prostitution, sexual abuse of a child, or pornography and related offenses as defined in the state’s criminal code, RSMo chs. 556—600, or similar statutes in other states, or controlled substance or illegal drugs or narcotics offenses, as described in the state’s comprehensive drug control act? **12-57(10)**

*In order to begin processing a liquor application, an **applicant** must submit the following:*

- ___ Amusement Application (**must be signed & notarized**).
- ___ \$500 Licensing Fee (Sec 12-46 states: The application for a license or permit shall be accompanied by payment in full of the fee stated in this section, by cash, certified or cashier's check or money order, and no application shall be considered complete until the fee is paid. The fee shall not be refunded under any circumstances) – Check or money order made out to the City Treasurer.
- ___ \$50 processing fee per person for a criminal history record check to include all cities, states, & countries where applicant/s and/or owner/s have resided. This includes anyone who owns **more than 10%** of the stock in the business or owns **more than 10%** of the business - check made out to the City Treasurer. Anyone who is an active practicing attorney in the State of Missouri will not be subject to a criminal history record check but must submit a copy of their bar card.

All of the following information listed below 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 Regulated Industries** (http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument)

Have Need

- ___ ___ Two (2) recent photographs of the front of the premises to be licensed.
- ___ ___ A copy of the X Y coordinates – If new construction, the front door must be up and construction must be near completion within six (6) months of the date of application (**must be from a surveyor**).
- ___ ___ A diagram of the premises including the total number of **square feet** & the **number of floors** in the building.
- ___ ___ **LLC Only** – A copy of the OPERATING AGREEMENT listing all of the members and managers of the LLC, or;
Corporation Only – A copy of the BYLAWS and all amendments *and* organizational minutes, verifying all corporate officers, share holders and number of shares held, or;
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; CERTIFICATE OF INCORPORATION (corporation) **from the State of Missouri** – State Office Building, 615 E. 13th Street, (816) 889-2672
- ___ ___ Fictitious Name Registration (**If D/B/A is different than the corporate name**) from State Office Building, 615 E. 13th St., (816) 889-2672
- ___ ___ Two (2) recent passport style photos (without hat) of anyone who owns **more than 10%** of the stock in the location or who owns **more than 10%** of the business.
- ___ ___ Schedule P of the Designated Agent and anyone who owns **more than 10%** of the stock in the location or who owns **more than 10%** of the business. The Designated Agent must be someone who can regularly be found in the city during normal business hours. **Form provided by Regulated Industries** – (http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument)
- ___ ___ Stock Purchase Agreement (if applicable) – **Sale Only.**
- ___ ___ Asset Sales agreement signed & notarized by all parties – **Sale Only.**
- ___ ___ Declaration of Intent to sell, signed by all parties & notarized **Form provided by Regulated Industries** (http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument) – **Sale Only.**
- ___ ___ A statement of no sales/use tax due dated within the preceding 90 days from the date of application (City Hall, Finance Department, 414 E 12th Street, 816-513-1120 or 816-513-1135) – **Buyer Only**

An amusement application can be processed without the **Contingency Items** that are listed below; however, all **Contingency Items** must be submitted before a license will be issued:

Have Need

- ___ ___ A copy of the Zoning Determination (must be from the DBA making application) stating the use of the premises for the proposed business (**alcohol is permitted / parking is sufficient**) is permitted through zoning (City Planning & Development, City Hall, 414 E 12th Street, 816-513-1407) – **Contingency Item**
- ___ ___ A copy of the Certificate of Occupancy (must be from the DBA making application) - City Hall, City Planning & Development, 414 E 12th Street, 816-513-1407) – **Contingency Item**
- ___ ___ A copy of the “Occupant Load Certificate” which states the occupancy load (must state the interior occupant capacity) City Planning & Development, City Hall, 414 E 12th Street, 816-513-1407 – **Contingency Item**

Have Need

- ___ ___ A copy of the Health Permit (must be from the DBA making application) - Health Department: 2400 Troost, (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 making application) – Fire Marshals Office, 635 Woodland, (816) 784-9100 – **Contingency Item**

- ___ ___ A Certificate of Compliance (must be from the DBA making application) stating no exterior code violations currently exist on the property (Neighborhood Preservation: 4900 Swope Pkwy, 816-513-9010) – **Contingency Item**