

# Checklist for Caterer License – New or Sale

Investigator: \_\_\_\_\_

D/B/A Name and Address: \_\_\_\_\_

Date Application Assigned: \_\_\_\_\_ Date Case Completed: \_\_\_\_\_

**\* A Caterer is NOT eligible to receive a Sunday License**

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

\_\_\_\_\_ **Investigators Requirement** – Church / School location checklist completed listing all churches & schools within three hundred (300) feet of the proposed premise. See **section 10-212** for all exceptions to this ordinance.

\_\_\_\_\_ **Investigators Requirement** – Verification & copies of the current **City & State** liquor licenses – **Sale Only**

\_\_\_\_\_ **Investigator Requirement** – A map of the zoning overlay of the area immediately surrounding the proposed premise.

\_\_\_\_\_ **Investigator Requirement** – *Consent verification checklist* completed confirming all requirements in **sections 10-214** and **10-215** have been checked.

\_\_\_\_\_ **Investigator Requirement** – Notification letters mailed out to all property owners within 350 feet of the proposed premise, neighborhood associations within 500 feet of the proposed premise and City Council Representatives who are located in the same district of the proposed premise as well as other pre-determined government agencies.

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

\_\_\_\_\_ Liquor License Application (**must be signed & notarized**).

\_\_\_\_\_ \$250 Application fee – check or money order made out to the City Treasurer.

\_\_\_\_\_ \$40 processing fee per person for a criminal history record check to include all cities, states, & countries where applicant/s have resided. This will include the *Managing Officer* and 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. If the appointed Managing Officer is an active practicing attorney in the State of Missouri, a criminal history record check is not required but they must submit a copy of their bar card.

\_\_\_\_\_ A copy of the X Y coordinates – **must be from a surveyor**.

*All of the following information listed below must be submitted by the applicant:*

Have    Need

\_\_\_\_\_    \_\_\_\_\_ Ninety (90) day waiver form (waiving food sales requirements) signed & notarized – *Only if applicable*. **Form provided by Regulated Industries** ([http://www.kcmo.org/neigh.nsf/web/RI\\_main?opendocument](http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument))

\_\_\_\_\_    \_\_\_\_\_ Proof that the caterer has been in business for six (6) or more continuous months – **10-105(d)(3)**.

\_\_\_\_\_    \_\_\_\_\_ Consultant consent form signed by the applicant (only applicable if a consultant is used).

\_\_\_\_\_    \_\_\_\_\_ Signed Consents, one over half, must be returned to the office within 45 days from the date when they were originally picked up. An extension of time may be requested in writing, but must be submitted before the due date. If a property owner has changed from the owner listed on the consent form, a notarized deed must be submitted proving ownership. Consents are not required if the applicant falls under the criteria listed in Sec. 10-215 (1), (2), (3), (4), & (5) **Consent forms provided by Regulated Industries – New Only**

\_\_\_\_\_    \_\_\_\_\_ A diagram of the premises including the total number of **square feet** in the building and the **number of floors**.

\_\_\_\_\_    \_\_\_\_\_ Two (2) recent photographs of the front of the premises to be licensed.

Have    Need

- \_\_\_    \_\_\_    **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. 13<sup>th</sup> Street, (816) 889-2672
  
- \_\_\_    \_\_\_    Fictitious Name Registration (**If D/B/A is different than the corporate name**) from State Office Building, 615 E. 13<sup>th</sup> St., (816) 889-2672
  
- \_\_\_    \_\_\_    Managing Officer Appoint Form completed (Managing Officer must reside in Missouri) - **Form provided by Regulated Industries** ([http://www.kcmo.org/neigh.nsf/web/RI\\_main?opendocument](http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument))
  
- \_\_\_    \_\_\_    Two (2) recent passport style photos (without hat) of the Managing Officer and anyone who owns **more than 10%** of the stock in the location or who owns **more than 10%** of the business
  
- \_\_\_    \_\_\_    Schedule P for the Managing Officer and anyone who owns **more than 10%** of the stock in the location or who owns **more than 10%** of the business or if any of the money for purchase is from a private source, they must fill out a schedule P. No license for the sale of alcoholic beverages shall be issued where any felon or any person not of good moral character has any financial interest or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages. (**sec 10-185**). **Form provided by Regulated Industries** ([http://www.kcmo.org/neigh.nsf/web/RI\\_main?opendocument](http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument))
  
- \_\_\_    \_\_\_    A copy of the Managing Officers Missouri Drivers License – **Must be a Missouri resident & U.S. citizen.**
  
- \_\_\_    \_\_\_    Residency documents (certificate of naturalization, work permit...) if not born in the U.S. for anyone who owns **more than 10%** stock in the location, owns **more than 10%** of the business, and the Managing Officer.
  
- \_\_\_    \_\_\_    A statement of no sales/use tax due (**buyer only**), dated within the preceding 90 days from the date of application (City Hall, Finance Department, 414 E 12<sup>th</sup> Street, 816-513-1120 or 816-513-1135).

A liquor 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:

- \_\_\_    \_\_\_    A copy of the current Certificate of Occupancy (City Hall, City Planning & Development, 414 E 12<sup>th</sup> Street, 816-513-1407) – **Contingency Item**
  
- \_\_\_    \_\_\_    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 12<sup>th</sup> Street, 816-513-1407) – **Contingency Item**
  
- \_\_\_    \_\_\_    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**