

# Checklist for New Day Labor Business

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:*

\_\_\_\_\_ **Inspectors Requirement** – Visit the facility and use the “Day Labor Business Requirements checklist” to verify that the facility has met all ordinance requirements.

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

Have    Need

\_\_\_    \_\_\_ Day Labor Business Application (**must be signed & notarized**).

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

Have    Need

\_\_\_    \_\_\_ **Certificate of insurance** - Liability insurance of not less than \$1,000,000.

\_\_\_    \_\_\_ **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

\_\_\_    \_\_\_ 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 12<sup>th</sup> Street, 816-513-1120 or 816-513-1135).

An 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 Certificate of Occupancy (must be from the DBA making application) - City Hall, City Planning & Development, 414 E 12<sup>th</sup> Street, 816-513-1407) – **Contingency Item**

\_\_\_    \_\_\_ A copy of the Zoning Clearance or the Certificate of Legal Nonconformance showing the proposed business is permitted through zoning – Only if Zoning does not permit premises otherwise (City Hall, City Planning & Development, 414 E 12<sup>th</sup> Street, 816-513-1407) – **Contingency Item**

Have    Need

\_\_\_    \_\_\_ A copy of the Fire Permit or Certificate of Compliance (Fire Marshal’s Office: 816-784-9100) – **Contingency Item**

*Day labor business* - Any enterprise, other than a labor union or a not-for-profit organization, engaged in procuring or providing persons to perform temporary unskilled work at a site other than the premises in which (1) the day laborers are paid, by the day labor business or a third party employer, each work day or on the business day following the work day, and ( 2) persons arrive at the premises to make application for work as a day laborer, to obtain assignment for day labor, to obtain transportation to a day labor site or to obtain payment of wages or benefits for day labor. For purposes of this definition, "unskilled work" means work involving physical tasks for which the (1) the worker is not required by law to hold a professional or occupational license, or (2) the employer or contractor controlling the site of the work does not require the worker to have (a) a high school diploma or its equivalent, or (b) education beyond high school, or (c) relevant vocational education or (d) demonstrated proficiency with a specified type of machinery to be used in the work, but does not include white collar, secretarial, clerical or professional work.

5-1-2008