

Checklist for Expansion of Premise

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 & copies of the current **City & State** liquor licenses.

___ **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.

___ **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**).

___ 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

___ ___ 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. **One** extension up to 45 days may be requested in writing, but must be submitted before the due date. 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**

___ ___ A diagram of the premises including the total number of **square feet** in the building and the **number of floors** involved. A separate measurement of total **square feet** will be necessary for all outdoor seating areas (not to include a sidewalk café).

___ ___ Property owners consent (must bring in a **notarized letter** from the owner and a **certified copy** of the deed {warranty deed, quit claim deed...} proving ownership of property) approving the expansion.

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:

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 **new** Certificate of Occupancy for the area of expansion (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**

- ___ ___ Other items which may be requested by the investigator.