

Checklist for Sale of an Existing Currently Licensed Business

Investigator: _____

D/B/A Name and Address: _____

Date Application Assigned: _____ Date Case Completed: _____

- An application for a *sale of an existing business* will be made when a change or addition to ownership, or stock transfer of greater than 50% has or will occur
- An application for a *change or addition to ownership* will be made when a change or addition to ownership, or stock transfer of greater than 10 % but less than 50% has or will occur – See “Change or Addition to ownership checklist”

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

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

___ **Investigators Requirement** – Verification & copies of the current **City & State** liquor licenses.

___ **Investigator Requirement** – *Liquor by the drink & package requirement checklist* completed confirming the business is eligible to receive a liquor license as required in **sections 10-102 and 10-111** of the 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 – **Only if consents are needed.**

*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.

___ A copy of the X Y coordinates (must be from a surveyor) – **X Y coordinates are ONLY needed if there will be an addition of live entertainment (outlined in section 10-332) on the premises or if the business type (outlined in section 10-266) will change.**

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

Have Need

___ ___ \$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.

___ ___ 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)

___ ___ 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)

___ ___ 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 – Only if Needed**

Have Need

- ___ ___ 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).

- ___ ___ Two (2) recent photographs of the front of the premises to be licensed.

- ___ ___ **LLC Only** – A copy of the OPERATING AGREEMENT listing 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

- ___ ___ 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)

- ___ ___ 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)

- ___ ___ 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.

- ___ ___ Stock Purchase Agreement (if applicable).

- ___ ___ Asset Sales agreement signed & notarized by all parties.

- ___ ___ 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)

- ___ ___ A statement of no sales/use tax due (**only from the buyer**) 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).

- ___ ___ Menu.

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 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**

- ___ ___ 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**