

Checklist for Change in Ownership of Current/Previously Licensed Business

Investigator _____

DBA name and address _____

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

- _____ **Investigator requirement** – Address verification through the database confirming there is not an existing liquor license at this proposed address. **Complete Within 24 hours of receiving the case**
- _____ **Investigator requirement** – *Sunday Checklist*
- _____ **Investigator requirement** – *Extended Hours Checklist*
- _____ **Investigator requirement** – *Sales-by-drink and Package Requirement Checklist* completed confirming the applicant is eligible to receive a liquor license per **Sections 10-102 and 10-111**. **Complete Within 24 hours of receiving the case**
- _____ **Investigator requirement** – *Application review & notification letters/voting forms*. **Within 24 hours of receiving the case**, review the application to ensure that you have the necessary information to prepare and send out notification letters & voting forms (if required). If further clarification is needed, contact the applicant/consultant within **24 hours** and explain that you cannot send out notification letters & voting forms until you have the necessary information. If needed, arrange to make a site visit with the applicant/consultant to ensure you fully understand what will be licensed.
- _____ **Investigator requirement** – *Density Study and Checklist* **completed prior to mailing out notification letters and voting forms** – Checklist completed listing all package stores **or** taverns as required to determine whether the proposed license is likely to interfere with or be detrimental to the neighboring community – see **Section 10-211** for all exceptions. **Supervisor initial & date of review:** _____
- _____ **Investigator requirement** – *Location Checklist* **completed prior to mailing out notification letters and voting forms** – Checklist completed to determine whether the proposed license is likely to interfere with or be detrimental to the neighboring community – **Supervisor initial & date of review:** _____
- _____ **Investigator requirement** – *Checklist for Eligible Neighbor Notification Ordinance Requirements* – Confirming all requirements in **section 10-214** have been met. Per **section 10-214(d)**, **notification and voting forms are required to be mailed out to eligible neighbors within 14 business days of the applicant submitting their completed application.**
- _____ **Investigator requirement** – *Supervisors pre-mailing approval* – submit case to your supervisor for approval of notification and voting forms prior to mailing. Per **section 10-214(d)**, **notification and voting forms are required to be mailed out to eligible neighbors within 14 business days of the applicant submitting their completed application.** **Supervisor initial & date of review:** _____
- _____ **Investigator requirement** – Retrieve, from the master file of the current licensee, copies of the *density study and checklist, church/school location checklist, notification checklist, consent verification checklist* and all consent forms, X-Y coordinates, diagram, certificate of occupancy and occupant load certificate.
- _____ **Investigator requirement** – Check the server and master file of the current licensee to see if a **conditional liquor license** has been issued. Is a conditional liquor license in place at this location? _____. If yes, you must ensure that the conditions stay in place even though the license is being transferred.
- _____ **Investigator requirement** – The “*Checklist for Change of Ownership - Previously Licensed Premise Ordinance Requirements*” completed confirming the business is eligible to receive a liquor license
- _____ **Investigator requirement** – *Conditions of License Checklist* completed to verify if conditions will have to be listed on the liquor license.

- _____ **Investigator requirement – *Voting Form Oath***, completed by the applicant, along with completed ***Voting forms*** returned to the office within 30 days from the date issued.
- _____ **Investigator requirement – *Managers Decision*** mailed to applicant, and, ***Location Decision Cover Letter & copy of Managers Decision*** mailed to all responding eligible neighbors that voted. **Only** if it was determined that the proposed license is likely to interfere with or be detrimental to the neighboring community.
- _____ **Investigator requirement** – Did the applicant fail to successfully complete the voting process? If yes, you must send the **property owner** a letter stating “should the premise fail the voting process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed” – *Form letter on server. Section 10-214(g)*
- _____ **Investigator requirement** – immediately inactivate the business that was sold in the system once the new license(s) has been issued
- _____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Fire Marshal’s office asking if they have any objection to a liquor license being issued at the location – *Form email on server. Section 10-162(a)(13)*
- _____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Health Department asking if they have any objection to a liquor license being issued at the location – *Form email on server. Section 10-162(a)(13)*
- _____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees
- _____ **Investigator requirement** – Before submitting the case for final approval, ***except for the application, any drivers’ licenses, and schedules P’s***, upload all documents into the software system for digital record keeping. Upload the application once it has been signed and approved/disapproved by management.
- _____ **Investigator requirement** – ***After the case has been granted final approval***, upload all schedule P’s and/or drivers licenses to the server in the file titled “Drivers Licenses & Schedule P’s” (titled: last name first and document name such as “Kent, Clark – Schedule P”). Shred paper documents once this has been done.

All of the following information must be submitted by the applicant

Have Need

- _____ _____ Liquor license application – **must be signed. Form provided by the Regulated Industries Division (<https://www.kcmo.gov/home/showpublisheddocument/9255/638031503070300000>)**

Have Need

- _____ _____ \$250 application fee (this fee is only for an original license and does not include the application fee for a Sunday or any other liquor license) – **check or money order made out to the city treasurer**

Have Need

- _____ _____ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor** **OR** **submit \$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer – ***only if needed and not on file***

Have Need

- _____ _____ Two recent photographs of the front of the premises to be licensed – ***only if appearance of premises or DBA has changed***

Have Need

- _____ _____ A \$25.50 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) has resided. This will include the ***managing officer*** and anyone who owns **10 percent or more** of the stock in the business or owns **10 percent or more** of the business. An applicant may ask the director to conduct the criminal background investigation or the applicant may choose a licensed background investigation company, approved by the director, to conduct the investigation – **Section 10-162(b)** – ***only if applicable***

Have Need

___ ___ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **Regulated Industries** (<https://www.kcmo.gov/home/showpublisheddocument/8217/637836312799570000>)

Have Need

___ ___ A diagram of the premises including the total number of **square feet** in the building, total **square feet** for all outdoor seating areas and the **number of floors** involved – *only if this changed*

Have Need

___ ___ Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13th St., (816) 889-2925 – *only if applicable*

Have Need

___ ___ **LLC only** – a copy of the **operating agreement** listing the members and managers of the LLC
Corporation only – a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held or the **Articles of Incorporation**
Partnership only – a copy of the **partnership agreement** (limited partnership requires partnership appointment of the managing partner) – managing partner must be on application – *only if applicable*

Have Need

___ ___ 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 a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925 – *only if applicable*

Have Need

___ ___ Managing officer appointment form (managing officer must reside in Missouri) – **Regulated Industries Division Form** – *only if applicable*
(<https://www.kcmo.gov/home/showpublisheddocument/9329/638033104901800000>)

Have Need

___ ___ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business

Have Need

___ ___ A copy of the managing officer's driver's license – **Must be a Missouri resident and U.S. citizen**

Have Need

___ ___ A **schedule P form** must be filled out for the *managing officer* and *anyone* who owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (**Section 10-181 & 10-185**)
(<https://www.kcmo.gov/home/showpublisheddocument/8215/637836312122030000>)

Have Need

___ ___ Anyone who was not born in the United States and owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID

Have Need

___ ___ Stock purchase agreement – *only if applicable*

Have Need

___ ___ Asset sales agreement signed by all parties – *only if applicable*

Have Need

___ ___ Declaration of intent to sell, signed by all parties and notarized – **Regulated Industries Division**
(<https://www.kcmo.gov/home/showpublisheddocument/9327/638033104445000000>)– **only if applicable**

Have Need

___ ___ A copy of the menu – **only if menu has changed**

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 statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.

Have Need

___ ___ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – 8800 E. 63rd Street, Suite 180, Raytown, MO 64133, (816) 743-8888

9-19-2024