

Checklist for Death of a Licensee (sole owner only)

Investigator _____

DBA name and address _____

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

____ **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** – *Sunday Checklist*

____ **Investigator requirement** – *Extended Hours Checklist*

____ **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** – Immediately inactivate the business that is in the system since the ownership *will* change 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

____ ____ Two recent photographs of the front of the premises – **only if appearance 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)
(<https://www.kcmo.gov/home/showpublisheddocument/8217/637836312799570000>)

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) – the managing partner must be noted on the 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 Missouri 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

___ ___ 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.

— — 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

Sec. 10-262. Death of retail licensee.

In the event of the death of a retail licensee:

- (1) Any bona fide relative of the deceased licensee, who shall meet the individual requirements of this chapter, may continue to operate the business of the licensee for the remainder of the period for which a license fee has been paid, and it shall not be necessary for the relative to secure a new license until the expiration of the license issued to the deceased licensee.
- (2) The surviving relative shall report the death of the deceased licensee and furnish other information to the director as may be necessary to determine whether the relative is qualified to hold a license under this chapter within 30 days of the death of the retail licensee.
- (3) The prescribed time for filing an application for license renewal shall be extended up to 120 days.

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