

# Checklist for Caterer License

Investigator \_\_\_\_\_

DBA name and address \_\_\_\_\_

*The following requirements will be completed by the investigator*

- \_\_\_\_\_ **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** – *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** – 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

\_\_\_\_\_    \_\_\_\_\_ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500

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

Have    Need

\_\_\_\_\_    \_\_\_\_\_ Two recent photographs of the front of the premises to be licensed

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)**

Have    Need

\_\_\_\_\_    \_\_\_\_\_ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **Regulated Industries Form** (<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.

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

Have Need

- \_\_\_ \_\_\_ Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2925

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. 13<sup>th</sup> St., (816) 889-2925

Have Need

- \_\_\_ \_\_\_ Managing officer appointment form (managing officer must reside in Missouri) – **Regulated Industries Form** (<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

- \_\_\_ \_\_\_ A copy of the 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 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. 63<sup>rd</sup> Street, Suite 180, Raytown, MO 64133, (816) 743-8888