

Checklist for waste tire site permit

Date of interview _____ Investigator _____

DBA name and address _____

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

- ___ **Investigator requirement** – Verification that surface water drainage is diverted around and away from waste tires. **Sec. 62-200(2)**
- ___ **Investigator requirement** – Verification that the waste tire site will not be located in a wetland, sinkhole or floodplain unless protection is provided against at least a 50-year flood by impervious dikes or other appropriate means to prevent the flood waters from contacting the waste tires. **Sec. 62-200(3)**
- ___ **Investigator requirement** – Verification that the waste tire site is fenced, enclosed, or otherwise inaccessible with signs posted to prohibit unauthorized entry. Wording such as "Access Restricted to Authorized Haulers Only" may be used. **Sec. 62-200(4)**
- ___ **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 62-198(a)(6)**
- ___ **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 or email of approval for the proposed business from the **City Planning and Development Department** – City Hall, 414 E. 12th St., (816) 513-1500. **Section 62-198(a)(6)**

Have Need

___ ___ Application (**must be signed and notarized**). Form provided by **Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

___ ___ \$250 waste tire site permit fee

Have Need

___ ___ Consultant consent form (only applicable if a consultant is used) – **form provided by Regulated Industries** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

___ ___ Two recent photographs of the front of the premises to be licensed

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

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

Have Need

___ ___ **Schedule P** from **Designated Agent** and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business. **Form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

___ ___ A valid permit from the state to operate a scrap tire site pursuant to RSMo 260.270. A copy of such permit with the following attachments shall be provided at the time of registration. **Sec. 62-198(b)(1)**

Have Need

___ ___ Submit plans for final disposition of the waste tires. **Sec. 62-198(b)(3)**

Have Need

___ ___ Submit a contingency plan designed to minimize the hazards to human health and the environment from fires, runoff of contaminants resulting from fires and from mosquitoes in case of failure of the primary method of vector control. The contingency plan shall include the actions site personnel must take in response to fires, runoff resulting from fires and mosquito breeding in waste tires and an excavation plan for site personnel in case of fire **Sec. 62-198(b)(4)**

Have Need

___ ___ A copy of the lease **or** a certified copy of the warranty deed of the property to be licensed

Have Need

___ ___ A statement of tax clearance dated within the preceding 90 days from the date of application – from the **Finance Department** at 1118 Oak Street, KCMO (816) 513-1135. **Section 62-198(a)(5)**