

# Checklist for Adult Live Entertainment & Adult Entertainment Businesses

Investigator \_\_\_\_\_

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

Date application assigned \_\_\_\_\_ Date case completed \_\_\_\_\_

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

- \_\_\_\_\_ **Investigator requirement** – verification that the business has a current license (**attach a copy**) – **sale only**
- \_\_\_\_\_ **Investigator requirement** – a map of the zoning overlay of the area immediately surrounding the proposed premise
- \_\_\_\_\_ **Investigator requirement** – Within ten days after a new application for an adult live entertainment or adult entertainment business license is determined by the manager to be complete, the investigator will mail notification letters out to all property owners within 1,000 feet of the proposed establishment and to all neighborhood associations within the same ZIP code as the proposed establishment and City Councilmembers who represent the same district of the proposed premise, as well as other pre-determined government entities. ***If within 10 days*** after the notifications have been mailed, any property owner or neighborhood association located within 1,000 feet of the proposed establishment submits a written request for a hearing where they state the reason(s) that a particular criteria set forth in section 12-57(a) has not been satisfied, the director shall within five days of receipt, mail a notice of a hearing to the applicant and all property owners and neighborhood associations within 1,000 feet of the proposed establishment to include the date, time, and place of the hearing before the director. The date of the hearing shall not be less than 30 days nor more than 40 days following the determination that the application is complete – **sec 12-56**
- \_\_\_\_\_ **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 12-57(a)(7)*
- \_\_\_\_\_ **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 12-57(a)(7)*
- \_\_\_\_\_ **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.

Yes    No

- \_\_\_\_\_ \_\_\_\_\_ **Investigator requirement** – Has the applicant or any spouse, partner, officer, or director of the applicant, or shareholder with a greater than 10 percent interest, been convicted of a violation of this article or have they had a license under this article revoked at any time in the two years immediately preceding the date of application? **Section 12-57(9)**

Yes    No

- \_\_\_\_\_ \_\_\_\_\_ **Investigator requirement** – Has the applicant, or any spouse, partner, officer, or director of the applicant, or shareholder with a greater than 10 percent interest within the previous 10 years been convicted of, or remain under confinement for any felony, misdemeanor, ordinance violation or municipal ordinance violation involving sexual offenses, prostitution, sexual abuse of a child or pornography and related offenses as defined in the state's criminal code, RSMo chs. 556–600, or similar statutes in other states, or controlled substance or illegal drugs or narcotics offenses, as described in the state's comprehensive drug control act? **Section 12-57(10)**

**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. 12<sup>th</sup> St., (816) 513-1500. **Section 12-57(5)**

Have Need

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

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 the applicant, all partners, corporate officers, or directors have resided. **Section 12-54.**

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

\_\_\_ \_\_\_ A \$500 licensing fee. “The application for a license or permit shall be accompanied by payment in full of the fee stated in this section, by cash, certified or cashier's check or money order (made out to the city treasurer), and no application shall be considered complete until the fee is paid. The fee shall not be refunded under any circumstances”. **Section 12-46**

Have Need

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

Have Need

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

Have Need

\_\_\_ \_\_\_ A diagram of the premises including the total number of **square feet** and the **number of floors**

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 application and appointment of the managing partner) – the managing partner must be noted on the application

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

\_\_\_ \_\_\_ 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

\_\_\_ \_\_\_ 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

\_\_\_ \_\_\_ Schedule P from 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

\_\_\_ \_\_\_ Declaration of intent to sell, signed by all parties and notarized – **form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>) – **sale only**

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.

Have Need

\_\_\_ \_\_\_ A copy of the occupant load certificate stating the occupancy load (**only needed for the following:** if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500