

Checklist for dance hall permit (monthly and yearly)

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 the business has a current license (**attach a copy**) – **sale only**

___ **Investigator requirement** – the zoning of the premises and a map of the zoning overlay of the area immediately surrounding the proposed premise

___ **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 dance hall permit 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 dance hall permit 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.

___ **Investigator requirement** – notification letters mailed out 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

Yes No

___ ___ **Investigator requirement** – Is the proposed premises within 250 feet of residentially zoned property and could the operation of the business or establishment create a nuisance to that property? **Section 12-147(c)(1)**

Yes No

___ ___ **Investigator requirement** – Could the operation of the business or establishment create a noise disturbance as defined in Chapter 46? **Section 12-147(c)(2)**

Yes No

___ ___ **Investigator requirement** – Could the operation of the business or establishment prove to be a menace to public safety? **Section 12-147(c)(3)**

Yes No

___ ___ **Investigator requirement** – Could the operation of the business or establishment cause traffic congestion or parking problems or cause or contribute to crime or disturbances in the locality involved? **Section 12-147(c)(4)**

Yes No

___ ___ **Investigator requirement** – Has any member of the partnership, any officer or director of the corporation, or any agent, servant or employee of such applicant or licensee been convicted of any drug or narcotic offense, sexual offense, prostitution, or offense involving the welfare or abuse of a child or minor during the five years immediately prior to the date of application? **Section 12-146(b)**

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. 12th St., (816) 513-1500

Have Need

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

Have Need

___ ___ A \$59 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) and/or owner(s) have resided. An active, practicing lawyer in the State of Missouri will not be subject to a criminal history record check as long a copy of the bar association card is submitted

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

___ ___ 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

___ ___ 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 **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

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

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.