

# Checklist for Recreation Hall

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 a recreation hall permit being issued at the location – *Form email on server.*

\_\_\_\_ **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 recreation hall permit being issued at the location – *Form email on server.*

\_\_\_\_ **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 anyone with ownership in the business been convicted of a felony or other offense involving moral turpitude? **Section 12-2**

Yes    No

\_\_\_\_ **Investigator requirement** – Do you believe that the operation of such business or establishment has or will create a neighborhood nuisance or disturbance, prove a menace to the public safety, or impair the health, peace or comfort of persons working or residing in the vicinity? **Section 12-7(a)**

*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** – City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500

Have    Need

\_\_\_\_ **Amusement application** – **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 applicant(s) and/or owner(s) have resided.

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** & the **number of floors** permitted

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

\_\_\_ \_\_\_ **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

\_\_\_ \_\_\_ Two recent passport-style photos (without hat) of the 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

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 – **Form provided by Regulated Industries Division – sale only**  
(<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 **Finance Department** at 1118 Oak Street, KCMO (816) 513-1135.

10-31-2024