

Checklist for tire dealer permit

Date of interview _____ Investigator _____

DBA name and address _____

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

____ **Investigator requirement** – Prior to issuing a tire dealer permit, make an inspection of the business and use the checklist titled “Inspection Checklist for Chapter 62 – Tire Dealers and Waste Tire Sites” to ensure compliance with the ordinance.

____ **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 tire dealers permit being issued at the location – *Form email on server. Section 62-189(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 62-189(a)(6)**

Have Need

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

Have Need

____ ____ \$250 tire dealer 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

____ ____ **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

____ ____ 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

___ ___ 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 62-189(a)(5)**

Have Need

___ ___ Obtain and maintain a valid permit from the state to operate as a waste tire hauler pursuant to RSMo 260.270. A copy of such permit shall be provided to the department at the time of registration with the department – **Only required if you will be operating as a waste tire hauler. Sec. 62-193(a)(2)**

10-31-2024