

# Checklist for secondary metal recycling yard permit

Date of interview \_\_\_\_\_ Investigator \_\_\_\_\_

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

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

\_\_\_ **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 secondary metal recycling yard permit being issued at the location – *Form email on server.*  
**Section 54-206(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 from the **City Planning and Development Department** – City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500. **Section 54-206(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

\_\_\_   \_\_\_ Consultant consent form signed by applicant (only applicable if 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 partnership – not *general partnership*), **or** 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 State Office Building, 615 E. 13<sup>th</sup> St., (816) 889-2925

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 54-206(a)(5)**