

Checklist for Change of Business Type

Investigator _____

DBA name and address _____

This checklist will be used when a business, such as a restaurant, tavern, hotel, bowling alley, grocery store or convenience store, changes from what was originally approved by the director (i.e. restaurant to tavern)

The following requirements will be completed by the investigator

- _____ **Investigator requirement** – *Sales-by-drink and Package Requirement Checklist* completed confirming the applicant is eligible to receive a liquor license per **Sections 10-102 and 10-111**. **Complete Within 24 hours of receiving the case**
- _____ **Investigator requirement** – *Application review & notification letters/voting forms*. **Within 24 hours of receiving the case**, review the application to ensure that you have the necessary information to prepare and send out notification letters & voting forms (if required). If further clarification is needed, contact the applicant/consultant within **24 hours** and explain that you cannot send out notification letters & voting forms until you have the necessary information. If needed, arrange to make a site visit with the applicant/consultant to ensure you fully understand what will be licensed.
- _____ **Investigator requirement** – *Density Study and Checklist* **completed prior to mailing out notification letters and voting forms** – Checklist completed listing all package stores **or** taverns as required to determine whether the proposed license is likely to interfere with or be detrimental to the neighboring community – see **Section 10-211** for all exceptions. **Supervisor initial & date of review:** _____
- _____ **Investigator requirement** – *Location Checklist* **completed prior to mailing out notification letters and voting forms** – Checklist completed to determine whether the proposed license is likely to interfere with or be detrimental to the neighboring community – **Supervisor initial & date of review:** _____
- _____ **Investigator requirement** – *Checklist for Eligible Neighbor Notification Ordinance Requirements* – Confirming all requirements in **section 10-214** have been met. Per **section 10-214(d)**, **notification and voting forms are required to be mailed out to eligible neighbors within 14 business days of the applicant submitting their completed application.**
- _____ **Investigator requirement** – *Supervisors pre-mailing approval* – submit case to your supervisor for approval of notification and voting forms prior to mailing. Per **section 10-214(d)**, **notification and voting forms are required to be mailed out to eligible neighbors within 14 business days of the applicant submitting their completed application.** **Supervisor initial & date of review:** _____
- _____ **Investigator requirement** – Check the server and master file of the current licensee to see if a **conditional liquor license** has been issued. Is a conditional liquor license in place at this location? _____. If yes, you must ensure that the conditions stay in place even though the license is being transferred.
- _____ **Investigator requirement** – *Conditions of License Checklist* completed to verify if conditions will have to be listed on the liquor license.
- _____ **Investigator requirement** – *Voting Form Oath*, completed by the applicant, along with completed **Voting forms** returned to the office within 30 days from the date issued.
- _____ **Investigator requirement** – *Managers Decision* mailed to applicant **& Location Decision Cover Letter & copy of Managers Decision** mailed to all responding eligible neighbors that voted.
- _____ **Investigator requirement** – Did the applicant fail to successfully complete the voting process? If yes, you must send the **property owner** a letter stating “should the premise fail the voting process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed” – *Form letter on server*. **Section 10-214(g)**

_____ **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 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 liquor license 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

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

_____ _____ Liquor license application – **must be signed. Form provided by the Regulated Industries Division** (<https://www.kcmo.gov/home/showpublisheddocument/9255/638031503070300000>)

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 – ***only if needed and not on file***

Have Need

_____ _____ Two recent photographs of the front of the premises to be licensed – ***only if appearance of premises or DBA has changed***

Have Need

_____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **Regulated Industries Division Form** (<https://www.kcmo.gov/home/showpublisheddocument/8217/637836312799570000>)

Have Need

_____ _____ A copy of the menu – ***only if applicable***

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

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 – ***only if needed and not on file***

Have Need

_____ _____ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – 8800 E. 63rd Street, Suite 180, Raytown, MO 64133, (816) 743-8888 – ***only if needed and not on file***