

Checklist for DBA Name Change

Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator

- _____ **Investigator requirement** – Verification that the business does have a current liquor license
- _____ **Investigator requirement** – Verification of a new expiration date based on the new DBA name
- _____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to City Planning and Development Department asking if they have any objection to a liquor license being issued at the location – they must respond within 3 business days.
- _____ **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 – they must respond within 3 business days.
- _____ **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 – they must respond within 3 business days.
- _____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees
- _____ **Investigator requirement** – Verification that the licensee has paid for the pro-rated license prior to issuance

All of the following information must be submitted by the applicant

Have Need

- _____ _____ Liquor license application – **must be signed. Form provided by the Regulated Industries Division**
(<https://www.kcmo.gov/home/showpublisheddocument/9255/638031503070300000>)
- _____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division**
(<https://www.kcmo.gov/home/showpublisheddocument/8217/637836312799570000>)
- _____ _____ 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

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

- _____ _____ 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