

Checklist for Upgrade/Reclassification of License

Investigator _____

DBA name and address _____

This checklist is used to upgrade the type of liquor served (upgrading from a malt liquor by the package license to a full liquor-by-the-package license) or type of license held (liquor-by-the-drink to a liquor-by-the-package license)

The following requirements will be completed by the investigator

___ **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 submit the conditional license and this case to the manager for review.

___ **Investigator requirement** – *Sales-by-drink and Package Requirement Checklist* completed confirming the business is eligible to receive a liquor license per **Sections 10-102** and **10-111** of the ordinance.

___ **Investigator requirement** – *Location Checklist* completed stating whether the proposed license is likely to interfere with or be detrimental to the rights or interests of the neighboring community – **Supervisor initial & date of review:** _____

___ **Investigator requirement** – *Conditions of License Checklist* completed to verify if conditions will have to be listed on the liquor license.

___ **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

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

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>)

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