

# KANSAS CITY LIQUOR LICENSE CHECKLIST



This liquor license registration guide is intended to serve as a reference document and in no way attempts to provide all the information necessary to obtain a liquor license in the City of Kansas City, Missouri. The advice of an attorney and/or accountant should be sought before conducting any business activities to ensure compliance. Additional paperwork and/or requirements could be needed as the specifics are dependent of the type of license for which you seek.

The process of obtaining a liquor license can take between 30 to 60 days. All Kansas City, Missouri based businesses are required to have a State of Missouri liquor license to sell alcohol in Kansas City. More details regarding the specific requirements and checklist you will need can be found at <https://www.kcmo.gov/city-hall/departments/neighborhoods-housing-services/regulated-industries>.

<b>Zoning Clearance</b> Required for all businesses operating in Kansas City, Missouri – the anticipated location where alcohol will be served needs to be approved by City Planning first.	<b>KC BizCare / Planning &amp; Development</b> City Hall, 5th Floor (In-Person / same day) <a href="http://bizcare.kcmo.gov">bizcare.kcmo.gov</a> (online / 1-2 days)
<b>Non-refundable application fee of \$250</b> Additional costs for Sunday and 3am licenses	Money order or Check needs to be made out to the <b>City of KC City Treasurer</b> <b>City Hall, 414 E 12th Street, 1st Floor</b> <b>Kansas City, MO, 64106</b>
<b>Background Checks</b> \$25.50 processing fee per person Including the Managing Officer or anyone who owns 10% or more of stock in business.	May ask the director of Regulated Industries or choose a licensed background investigation company approved by the director.
<b>OBTAINTHE STATE OF MISSOURI:</b>	<b>CERTIFICATE OF GOOD STANDING</b> If business is less than 1 year old & cannot obtain certificate, submit a certificate of organization (i.e. LLC, Corp, etc.).
	<b>LLC ONLY</b> The copy of your operating agreement listing the members and managers
	<b>CORPORATION ONLY</b> The copy of the bylaws, all amendments, and organization minutes OR your Articles of Incorporation
	<b>PARTNERSHIP ONLY</b> Provide a copy of your partnership agreement

FOR QUESTIONS CONCERNING LIQUOR LICENSING PLEASE CONTACT REGULATED INDUSTRIES

635 Woodland Ave, Suite 2101, Kansas City, MO 64106

Website: [kcmo.gov/neighborhoods](https://www.kcmo.gov/neighborhoods) Phone: 816-513-4560 Email: [regulatedindustries@kcmo.org](mailto:regulatedindustries@kcmo.org)

<p><b>Managing Officer Appointment Form</b> All individuals who own 10% or more of the business must be listed on the form. The Managing Officer must reside in Missouri.</p>	<p><a href="#"><u>Find the Managing Officer Appointment Form here</u></a></p>
<p><b>Schedule P Form</b> Required for managing officer and anyone who owns more than 10% of stock in the location/business</p>	<p><a href="#"><u>Find the Schedule P Form here</u></a></p>
<p><b>Tax Clearance</b> Dated within the preceding 90 days from the date of application (can be submitted at a later date)</p>	<p><b>KC Finance Department</b> City Hall, 414 E 12th St. 1st Floor Kansas City, MO, 64106 816-513-1120 (Ext. 3)</p>
<p><b>Liquor License from the State of Missouri</b> State liquor licenses are required to sell alcohol in the State of Missouri (can be submitted at a later date)</p>	<p><b>State of Missouri, Division of Alcohol &amp; Tobacco Control</b> 8800 E. 63rd Street, Suite 180, Raytown MO, 64133 816-743-8888   <a href="#"><u>ATC Licensing</u></a></p>
<p><b>Complete Liquor License Application</b> (must be signed) Required for all businesses operating in Kansas City, Missouri – the anticipated location where alcohol will be served needs to be approved by City Planning first.</p>	<p><b>Regulated Industries Division</b> 635 Woodland, Suite 2101, Kansas City, MO, 64106 816-513-4560   <a href="#"><u>kcmo.gov/neighborhoods</u></a> <a href="#"><u>Liquor License Application</u></a></p>



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