

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>.

Zoning Clearance 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.		KC BizCare / Planning & Development City Hall, 5th Floor (In-Person / same day) bizcare.kcmo.gov (online / 1-2 days)
Non-refundable application fee of \$250 Additional costs for Sunday and 3am licenses		Money order or Check needs to be made out to the City of KC City Treasurer City Hall, 414 E 12th Street, 1st Floor Kansas City, MO, 64106
Background Checks \$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.
OBTAIN THE FOLLOWING DOCUMENTS FROM THE STATE OF MISSOURI:	CERTIFICATE OF GOOD STANDING If business is less than 1 year old & cannot obtain certificate, submit a certificate of organization (i.e. LLC, Corp, etc.).	CONTACT: State of Missouri - Secretary of State 615 E. 13th St. 5th Floor, Room 513, Kansas City, MO. 64106 816-889-2925 https://www.sos.mo.gov/
	LLC ONLY The copy of your operating agreement listing the members and managers	
	CORPORATION ONLY The copy of the bylaws, all amendments, and organization minutes OR your Articles of Incorporation	
	PARTNERSHIP ONLY 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

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



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