



# CITY OF ST. JOSEPH

---

1100 Frederick, Room 107, St. Joseph, MO 64501

(816) 271-4751

Fax (816) 271-4676

## APPLICATION FOR CITY OF ST. JOSEPH LIQUOR LICENSE

You must follow the steps below and submit all materials **ALONG WITH YOUR COMPLETED APPLICATION** to obtain a Liquor License to operate in the City of St. Joseph. The application form, which is appropriate for your business can fall into any one of three categories: Sole Owner, Partnership or Corporation. The only step below, which is different, is item #5, which applies ONLY if you are a “Corporation” applying for a Liquor License.

1. Produce proof of paid City Personal Property taxes on the owner or the managing officer, or a no tax due statement. Both of these can be obtained from the Buchanan County Court House.
2. Produce proof of Real Estate Taxes on the business. This may be obtained from the Buchanan County Court House. If leasing this is not necessary.
3. Submit a copy of your qualified elector statement from the County in which you vote as proof applicant or managing officer is a Missouri residence and qualified voter.
4. Produce evidence of control over the premises for which the license is being obtained by submitting a copy of your Bill of Sale or Lease agreement.
5. Submit a copy of the Articles of Incorporation and an original notarized Affidavit naming the managing officer.
6. Furnish a photo of the applicant or the managing officer.
7. Furnish a photo of the FRONT of the premises.
8. Complete authorization for the local Criminal History Check.
9. A copy of the State Sales Tax and a No Tax due statement.
10. A copy of the State issued identification for the applicant or the managing officer.
11. A completed city business application.
12. A walk through information sheet submitted with floor plan of proposed business.

## **WALK THROUGH INSPECTION**

Before a liquor license is issued, the building must have the walk through inspection. This inspection will include the inspectors in the Customer Assistance Department along with Fire Inspector and Health Inspector. The inspection fee is \$105.00 and the form is included in the packet for liquor application. The Health department does require additional fee of \$50.00 for a change of ownership or \$100.00 fee for plan review/pre-opening inspections for new construction. This fee is collected along with other licenses and permits before you open for business.

## **APPLICATION FOR LIQUOR LICENSE**

A written report itemizing any deficiencies will be mailed to the applicant approximately a week after the “walk through”.

All deficiencies must be corrected (with permits as required) and approved before the liquor license is issued.

Inspectors normally schedule inspections 24 hours in advance, and last minute inspections are not possible. PLEASE PLAN AHEAD.

## **LICENSES AND PERMITS**

Along with a liquor license you are required to have Health license and City business license along with a possible Fire permit. This and all fees will be determined once the completed application is submitted.

## **FOR YOUR INFORMATION**

You must obtain a STATE LIQUOR LICENSE. You should contact Mr. Charles Bidding at (816) 364-2581. He will need a copy of your City letter of approval and the liquor license. It is your responsibility to contact Mr. Bidding, the City personnel will not. You will also need to contact the Buchanan County Court House for any license that you may need from them.

**PLEASE CONTACT KIM HURT IN THE CUSTOMER ASSISTANCE DEPARTMENT AT 271-4757 OR 1100 FREDERICK; ROOM 106, ST. JOSEPH, MISSOURI 64501 TO SUBMIT APPLICATION OR WITH ANY QUESTIONS YOU MAY HAVE.**