



# CITY OF ST. JOSEPH

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## 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 owner/partner or the managing officer.
7. Furnish a photo of the FRONT of the premises.
8. Criminal record check, dated within six months preceding the date of the application, must be submitted for each owner, or partner. If applicant is a corporation, the following individuals must submit criminal record check; the managing officer, each officer and director and shareholders that own ten percent or more of stock of the business.
9. A copy of the Missouri Retail Sales Tax with the address of business and a statement of No Sales Tax due.
10. A copy of the State issued identification for the owner/partners or managing officer.
11. A completed city business application along with the walk through inspection 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 building inspector in the Customer Assistance Department along with Fire Inspector and Health Inspector. The inspection fee is \$52.50 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. These fees are collected along with other licenses and permits before you open for business.

### **APPLICATION FOR LIQUOR LICENSE**

All deficiencies must be corrected (with permits as required) and approved before the liquor license or any of the licenses will be issued.

Inspectors 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.

### **SERVER LICENSE**

An alcohol server license is required for any person to act in the capacity of a bar manager, bartender, waiter, waitress, cashier or sales clerk. The fee is \$15.00 and good for three years once the server training is completed at the Police department. The website is [www.stjoepd.info](http://www.stjoepd.info) for more information. The application is also included in this packet.

### **FOR YOUR INFORMATION**

You must obtain a STATE LIQUOR LICENSE. You can contact the Division of Alcohol & Tobacco Control at 816-889-2574 or download application at [www.atc.dps.mo.gov](http://www.atc.dps.mo.gov). The City will release letter of intent or approval but will not release the liquor license until we have copy of State liquor license. You will also need to contact the Buchanan County Court House for a liquor license and business license.

### **SALES TAX LICENSE**

You must contact State of MO for sales tax license at [dormail@dor.mo.gov](mailto:dormail@dor.mo.gov) or call 573-751-3505. You can also check Secretary of State website for new business information at [www.sos.mo.gov](http://www.sos.mo.gov)

**Please contact Kim Hurt in the Customer Assistance Department at 1100 Frederick Ave, Room 106 or call 816-271-4757 or [khurt@ci.st-joseph.mo.us](mailto:khurt@ci.st-joseph.mo.us) to request or submit an application and with any questions that you may have.**