



Carl Larkerbrink, City Collector
102-A South Holden St. – Warrensburg, MO 64093
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Checklist of Required Documentation New Liquor/Dance Hall License Application

	Business license application & cigarette permit application (if applicable) for location.
	Applicant’s current paid real & personal property tax receipts as of December 31, of the applicable year from the City of Warrensburg, Johnson County, Missouri, or if not applicable, in any other town, village, city or county within the State of Missouri.
	Property owner’s current paid real & personal property tax receipts as of December 31, of the applicable year pertaining to the business location.
	Certificate of “no sales tax due” verifying that all state & local sales taxes are paid to date. Missouri Department of Revenue, Phone: 816-889-2944, Web: http://dor.mo.gov/
	Missouri “certificate of good standing” for all corporations. Missouri Secretary of State, Phone: 573-751-4153, Web: www.sos.mo.gov
	Applicant’s proof of voter registration within the State of Missouri.
	Food Handling Permit from Johnson County Community Health Services for Resort/Restaurant Bar applications. Phone: 660-747-6121, Web: http://johnsoncountyhealth.org/
	Fingerprint-Based Criminal Record Check (<i>not more than 30 days old</i>) from the Missouri State Highway Patrol, Phone: 573-526-6153, Web: http://www.mshp.dps.missouri.gov/MSHPWeb/Root/index.html <i>Applicant may submit \$35.00 fee (includes \$15.00 for fingerprint card) to authorize the City to process background check (may delay application process up to three weeks). Renewals will be required to provide Personal Identifier (name based) search.</i>
	Breakdown of food & beverage sales by month for liquor by the drink applications. 90 day temporary license is required for new applications with no food sales history.
	No age restriction supplement for Restaurant Bar.
	Manager/Server training documentation for Salon/Tavern applications. SMART Server Training link http://wellness.missouri.edu/SMART/
	Dance hall license (required for dancing of any kind at location).
	Completed applications, notarized affidavit & applicable fees.
	Scheduled inspection time for Fire & Building Inspection.

CITY POLICE DEPARTMENT INFORMATION

Granted: _____ Denied: _____

Investigating Officer Signature & Date: _____

***All required information listed above must be submitted with application.
A letter of approval from the City of Warrensburg will be supplied to the applicant for submission of State Liquor application upon completion of City approval and building/fire inspection.***

**Applicants must also apply for a State & County Liquor License
County Clerk, Phone: 660-747-6161, Web: <http://www.jococourthouse.com/>
Missouri Liquor Control, Phone: 816-889-2574, Web: <http://www.atc.dps.mo.gov/>**

Liquor/Dance Hall Application

Date of Application:

Name of Business:

Type of Business:

Phone#:

Address – Location of Business:

City – State – Zip Code:

Mailing Address (if different from above):

City – State – Zip Code:

Owner – Manager's Name:

Birth Date:

Social Security#:

Drivers License#:

Home Address:

Phone#:

City – State – Zip Code:

Name of Corporation: _____

(if applicable "Certificate of Good Standing" required)

Have you ever been convicted or plead guilty to a felony, misdemeanor, or violation of any municipal ordinance? If so, what was the nature of the offense and punishment assessed therefore? Give City and State where the offense occurred.

Applicants must include a Fingerprint-Based Criminal Record Check from the Missouri State Highway Patrol (*not more than 30 days old*).
Applicant may submit \$35.00 fee (includes \$15.00 for fingerprint card) to authorize the City to process background check (may delay application process up to three weeks). ▶ New applications only◀
Renewals will be required to provide Personal Identifier (name based) search.

At the time of the Inspections and Investigations, a Maximum Occupancy Load for the Premises will be established by the City Officials conducting the Investigation. This is in accordance with the Building/Fire Codes adopted by the City of Warrensburg.

Food handling permit from Johnson County Community Health required for Resort/Restaurant Bar applications. (working kitchen & food must be habitually furnished to qualify for license)

Manager/Server training documentation from State of Missouri Alcohol Responsibility Training (SMART) must be submitted for all Salon/Tavern Liquor License applications.

90 Day Temporary Liquor by the Drink License is required for new applications with no food sales history.

Fees must be paid at the time of application.

A letter of approval from the City of Warrensburg will be supplied to the applicant for submission of State Liquor application upon completion of City approval and building/fire inspection.

CITY INFORMATION

License#:

Amount Paid:

\$

Date Paid:

Liquor/Dance Hall License Fees

State of Missouri

County of Johnson

The undersigned does hereby make application to the City of Warrensburg, Missouri, for a Liquor License as prescribed by the ordinances of the City of Warrensburg for the sale of malt liquor, light wine and intoxicating liquor in the following category

FINGERPRINT-BASED CRIMINAL CHECK \$35.00 (includes \$15.00 for fingerprint card)
(may delay application process up to three weeks)

		License#	Fee
NEW AMUSEMENT PLACE			
a. Temporary 90-day	\$112.50	_____	_____
b. Temporary Sunday 90-day	\$ 75.00	_____	_____
AMUSEMENT PLACE			
a. Liquor by the drink	\$450.00	_____	_____
b. Liquor by the drink on Sunday	\$300.00	_____	_____
c. Malt liquor, light wine	\$ 75.00	_____	_____
NEW RESORT			
a. Temporary 90-day	\$112.50	_____	_____
RESORT			
a. Liquor by the drink	\$450.00	_____	_____
b. Malt liquor, light wine	\$ 75.00	_____	_____
NEW RESTAURANT BAR			
a. Temporary 90-day	\$112.50	_____	_____
b. Temporary Sunday 90-day	\$ 75.00	_____	_____
RESTAURANT BAR			
a. Liquor by the drink	\$450.00	_____	_____
b. Liquor by the drink on Sunday	\$300.00	_____	_____
c. Malt liquor, light wine	\$ 75.00	_____	_____
CIVIC/NOT-FOR-PROFIT ORGANIZATIONS			
a. Liquor by the drink	\$450.00	_____	_____
b. Liquor by the drink on Sunday	\$300.00	_____	_____
c. Malt liquor	\$ 75.00	_____	_____
TAVERN			
a. Malt liquor, light wine	\$ 75.00	_____	_____
b. Malt lqr, light wine Sunday	\$ 75.00	_____	_____
c. Malt liquor only (includes Sunday)	\$ 75.00	_____	_____
TAVERN/SALON	\$ 75.00	_____	_____
DANCE HALL	\$150.00	_____	_____
PACKAGE SALES			
a. Malt Liquor, light wine	\$ 75.00	_____	_____
b. Intoxicating liquor	\$ 75.00	_____	_____
c. Sunday Sales of Intoxicating liquor	\$300.00	_____	_____
d. Malt liquor only	\$ 75.00	_____	_____

Verification of Food & Alcohol Sales/Schedule of Gross Receipts

Resort License: Annual Gross Receipts shall not have been less than \$75,000 with at least \$50,000 of such Gross Receipts from nonalcoholic sales. (working kitchen & food must be habitually furnished)

Restaurant/Bar License: At least 50% of Annual Gross Income is derived from the sale of prepared meals or food consumed on such premises or which has an annual Gross Income of at least \$200,000 from the sale of prepared meals or food consumed on such premises.

ACCOUNTS OF BUSINESS SUBJECT TO INSPECTION FOR VERIFICATION OF FOOD/ALCOHOL SALES

City Ordinance Section 3-32, subsection (c) states Liquor License Applicants must satisfy all State requirements of 311.095, RSMo.

The provisions of 311.095, RSMo. specify that one of the following qualifications must be met to be considered a Resort:

1. *At least thirty rooms for the overnight accommodation of transient guests, having a restaurant or similar facility on the premises a least 60% of the gross income of which is derived from the sale of prepared meals or food.*
2. *A restaurant provided with special space and accommodations where, in consideration for payment, food, without lodging, is habitually furnished to travelers and customers, and which restaurant establishment's annual gross receipts immediately preceding it's application for a license shall not have been less than seventy-five thousand dollars per year with at least fifty thousand dollars of such gross receipts from nonalcoholic sales.*

The following records will be requested in order to substantiate the sales figures if there is any question as to whether or not your business qualifies as a resort, including, but not limited to: list of alcohol distributors used by the establishment, pre-numbered guest checks, cash register tapes, bank statements and cancelled checks, and invoices for food and intoxicating liquor purchases.

BREAKDOWN OF FOOD & ALCOHOL SALES BY MONTH

MONTH	FOOD- CONSUMED ON PREMISE	FOOD- CARRY OUT	ALCOHOL	MONTH	FOOD- CONSUMED ON PREMISE	FOOD- CARRY OUT	ALCOHOL
Jan				July			
Feb				Aug			
Mar				Sept			
Apr				Oct			
May				Nov			
June				Dec			
				TOTAL			
GROSS RECEIPTS (ALL SALES)				ALL NON-ALCOHOLIC SALES (I.E. ALL FOOD SALES, DOOR CHARGES, POOL TABLE RECEIPTS, ETC.)			
\$				\$			

90 Day Approval Guidelines

All license applicants must provide a copy of their approved Missouri State Liquor license in order to approve/process the local licenses.

No license will be issued and the establishment may not sell alcohol until State approval documentation is provided.

90 day temporary licenses will be effective from the date of State approval.

Renewal packets will be sent to the business before expiration. Food/alcohol sales documentation must be provided with renewal information before the expiration date.

In addition documentation of State renewal approval must also be provided.

As Stated in the food sales area above:

The following records will be requested in order to substantiate the sales figures if there is any question as to whether or not your business qualifies as a resort, including, but not limited to: list of alcohol distributors used by the establishment, pre-numbered guest checks, cash register tapes, bank statements and cancelled checks, and invoices for food and intoxicating liquor purchases.

No Age Restriction Ordinance Guidelines Restaurant/Bar

Any applicant who shall demonstrate compliance with these requirements shall have an endorsement upon their license which reads "No age restrictions." Failure to establish these requirements and obtain the endorsement at the time of license issuance will exclude the licensee from this provision.

- (i) The age restrictions listed in subsections (c) and (d) of this section shall not apply to any establishment holding a restaurant bar or new restaurant bar license and whose operations include all of the following:
- (1) Preparing and/or serving of food for consumption on the premises by the general public and whose operations are open to the general public.
 - (2) Regularly scheduled hours of operation at least three (3) days per week for a total of at least twelve (12) hours per week at least thirty-six (36) weeks per year.
 - (3) At least six (6) hours of operation each week between the hours of 8:00 a.m. and 8:00 p.m.
 - (4) The preparation and/or serving of food for consumption on the premises must take place during all hours the operation is open for business before 9:00 p.m. and after 8:00 a.m.
 - (5) A commercial kitchen in operation, to include at least:
 - (1) a commercial stove,
 - (2) a refrigerator,
 - (3) a commercial sink or dishwashing equipment,
 - (4) at least two full time employees working exclusively in the kitchen.

Any applicant who shall demonstrate compliance with these requirements shall have an endorsement upon their license which reads "No age restrictions from 5:00 a.m. to 11:00 p.m." Failure to establish these requirements and obtain the endorsement at the time of license issuance will exclude the licensee from this provision.

- (j) Notwithstanding subsection (i), a restaurant bar or new restaurant bar may receive a "no age restrictions" endorsement for all hours of operation by meeting all requirements of subsections (i) and also:
- (1) Not holding a dance hall permit or permitting a public dance as defined by Chapter Four of the Code of Ordinances on the licensed premises, and
 - (2) Not permitting or allowing the performance of live or prerecorded music between 11:00 p.m. and 1:30 a.m. in the licensed premises, except that prerecorded background music shall be allowed so long as the total ambient sound level in the establishment does not exceed 70 decibels during that time period, and
 - (3) Not maintaining any pool or billiard tables in the licensed establishment for use by the public.

No Age Restriction Supplement – Restaurant Bar

In order to determine eligibility for a “no age restriction from 5:00 a.m. to 11:00 p.m.” or “no age restriction for all hours of operation” endorsement upon the license sought by the applicant, the applicant must demonstrate compliance with certain minimum operating requirements. The City will conduct inspections to verify these minimum requirements prior to issuance of a license and throughout the license period. Failure to maintain the minimum requirements or providing false information on this application may result in revocation, suspension or modification of the license pursuant to Chapter Three of the Code of Ordinances of the City of Warrensburg.

Complete the following regarding the operations carried on at the establishment proposed for licensure:

1. Is the preparation and/or serving of food for consumption on the premises open to general public?

Yes: ____ No: ____

2. What hours of operation for the establishment are in place on a weekly basis?

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

3. How many hours per week will the establishment be open for business between 8:00 a.m. and 8:00 p.m. during the license period? _____

4. How many weeks per year will the establishment be open for business during the license period? _____

5. Is food service to the general public offered during all hours of operation between 8:00 a.m. and 9:00 p.m.?

Yes: ____ No: ____

6. Is a commercial kitchen in operation, to include at least the following for any premises whose total square footage for customer occupancy exceeds one thousand two hundred fifty square feet or whose occupancy limit exceeds fifty persons: a commercial stove, a refrigerator, a commercial sink or dishwashing equipment and at least two full time employees working exclusively in the kitchen?

Yes: ____ No: ____

7. Does the establishment include any of the following?

Dance hall permit?	Yes: ____	No: ____
Live or prerecorded music between 11:00 p.m. and 1:30 a.m.?	Yes: ____	No: ____
Pool/Billiard tables?	Yes: ____	No: ____

8. Will the establishment’s operations be in conformity with the information provided above throughout the entire license period? Yes: ____ No: ____

If not, how will the operations differ from the above, and when will this change take place?

Affidavit (must be Notarized) *Notary available at City Hall*

This license is for use in connection with the operation of a business located at _____, Warrensburg, Missouri, and known as _____. The undersigned is (a General Partner) and/or (the Managing Officer) of the license.

The license covenants to fully comply with all the provisions of the City Ordinances, as amended, pertaining to Liquor Licenses. The undersigned states that he/she is a United States Citizen, a Qualified Voter and Taxpaying Citizen, and is not currently obligated in any way to the City of Warrensburg.

Telephone: Home/ Business

Name of Corporation/Partnership

Social Security Number

Owner/Partner/Officer's Signature

Date of Birth

Home Address

State of Missouri County of Johnson

On the _____ day of _____, 20____, appeared before me _____, to me personally known, and who did, upon their oath swear and affirm that they executed the above and foregoing document as their free act and deed, and that all information contained therein is true and complete to their best knowledge and belief.

In witness whereof, I have hereunto set my Hand and Seal in Johnson County, Missouri, the day and year last above written.

Notary Public in and for
said County and State

My Commission Expires _____.



Warrensburg Police Department
 102-B South Holden St. – Warrensburg, MO 64093
 Phone: 660-747-9133 – Fax: 660-747-1867



Liquor License Applicant Background Investigation



Approval letter provided to applicant for State of Missouri Liquor Application will not be provided until background investigation is completed by Warrensburg Police Department.

For City Use Only Below

Date of Application:

Applicant Name:

Phone#:

Business Name:

Investigating Officer Assigned:

Applicant is: (Circle Applicable Responses)

Good Moral Character?	Yes	No	See Narrative
Qualified Legal Voter of State?	Yes	No	See Narrative
Taxpaying Citizen of State?	Yes	No	See Narrative
Previous License Revocation?	Yes	No	See Narrative
Conviction for a violation of any law applicable to manufacture or sale of liquor?	Yes	No	See Narrative
Employment in business of person whose license has been revoked or has been convicted of any law applicable to manufacture or sale of liquor?	Yes	No	See Narrative

Managing Officers of Corporation Are: (Circle Applicable Responses)

Good Moral Character?	Yes	No	See Narrative
Qualified Legal Voter of State?	Yes	No	See Narrative
Taxpaying Citizen of State?	Yes	No	See Narrative

Investigator's Narrative

Background Investigation Results: (Circle Applicable Response)

Granted

Denied

Investigator's Signature & Date

Signature & Date

Chief of Police Review

Chief of Police Signature & Date

Signature & Date