



## **CHECKLIST OF REQUIREMENTS FOR CHANGE DESCRIPTION OF LICENSED PREMISES**

### **PROCEDURE FOR CHANGING THE LEGAL DESCRIPTION OF THE LICENSED PREMISES FROM ONE LOCATION TO ANOTHER – OR – UPDATES THE LEGAL DESCRIPTION AT THE CURRENT LOCATION TO ADD/REMOVE CERTAIN AREAS**

#### **ALLOW 10 – 21 DAYS FOR PROCESSING**

1. APPLICATION TO CHANGE DESCRIPTION OF LICENSED PREMISES – Complete online. NO FEE REQUIRED.
  - a. If applicant has more than one primary license type (ex. manufacturer and wholesale) then a separate application is required for each primary license type.
2. MISSOURI RETAIL SALES TAX LICENSE – From the Missouri Department of Revenue, (573) 751-5860, listing the proper legal name of the applicant (sole proprietor, partnership, or entity) applying for the license, the Doing Business As (DBA) or trade name\*, and the correct physical address of the business. If you are in a particular unit(s) or suite(s), this should be listed as part of the address on the sales tax license. *Note: [RSMo. 417.200](#) requires that every name under which any person shall do or transact any business in this state, other than the true name of such person, is considered a fictitious name, and it shall be unlawful to engage in or transact any business under a fictitious name without first registering it with the [secretary of state](#). Additionally, [11 CSR 70-2.140\(23\)](#) requires that the DBA or trade name used on exterior signage or advertising to be accurately reflected on the state liquor license.*

*\*NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING PHYSICAL ADDRESS\**

  - a. Not required for solicitors, manufacturers and/or wholesalers who do not conduct retail sales.
3. PHOTO – Of front of the new building. If not moving, and instead adding/removing areas on the currently licensed location, include a photo of any areas to be added.
4. COPY OF SIGNED LEASE, DEED OR RENTAL AGREEMENT – Must show the correct legal name of the applicant (as listed on the Missouri Retail Sales Tax License and Certificate of Good Standing, if applicable) and the physical address of the building or legal description of the property to be licensed. Applicants who own the real estate property under a separate legal entity and lease to the applicant entity must provide a copy of both the lease and deed for said property. *\*NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING LICENSED LOCATION\**

#### **SPECIAL REQUIREMENTS:**

5. FEDERAL LICENSEES – *IF* the licensee holds a federal license through TTB (Alcohol and Tobacco Tax and Trade Bureau), such as a solicitor, manufacturer and/or wholesaler, an updated TTB permit or license is required, showing approval of the new physical address.



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6. HEALTH INSPECTION (for by the drink licensees and manufacturers only) - Copy of completed health inspection from the state (manufacturer) or local (retail establishments) health inspector.
  
7. TAX BOND (MANUFACTURERS AND SOLICITORS ONLY) – An updated Corporate Bond form with the new physical address properly executed by a bonding company and signed by the sole owner, all partners, or managing officer; or, an updated Assignment of Certificate of Deposit form with the new physical address properly executed by your banking institution and with the notarized signatures of the sole owner, all partners, or managing officer.

*\*NOT REQUIRED IF MODIFYING THE LEGAL DESCRIPTION AT THE EXISTING PHYSICAL ADDRESS\**

8. ALCOHOL MANUFACTURE LICENSE FROM YOUR STATE – Copy of your current state-issued alcoholic manufacturer license. **(WINE DIRECT SHIPPER LICENSES ONLY)**

**REVIEWED BY:**

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133  (816) 743-8888	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101  (573) 526-4026	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125  (314) 416-6280	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806  (417) 895-5004
<b>Servicing (Missouri):</b> Andrew, Atchison, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Vernon, Worth	<b>Servicing (Missouri):</b> Adair, Audrain, Boone, Callaway, Camden, Chariton, Clark, Cole, Cooper, Crawford, Franklin, Gasconade, Howard, Knox, Lewis, Linn, Macon, Maries, Marion, Miller, Moniteau, Monroe, Montgomery, Morgan, Osage, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, Warren, Washington	<b>Servicing (Missouri):</b> Bollinger, Butler, Cape Girardeau, Dunklin, Jefferson, Lincoln, Madison, Mississippi, NewMadrid, Pemiscot, Perry, Scott, St. Charles, St. Francois, St. Louis City, St. Louis Co., Ste. Genevieve, Stoddard, Wayne	<b>Servicing (Missouri):</b> Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Iron, Jasper, Laclede, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright
<b>Non-Missouri:</b> Applicants with a legal name beginning with DIGITS or the letter A through F (exclude the word “The” when determining which district to submit to).	<b>Non-Missouri:</b> Applicants with a legal name beginning with the letter G through O (exclude the word “The” when determining which district to submit to).	<b>Non-Missouri:</b> Applicants with a legal name beginning with the letter P through Q (exclude the word “The” when determining which district to submit to).	<b>Non-Missouri:</b> Applicants with a legal name beginning with the letter R through Z (exclude the word “The” when determining which district to submit to).