



CHECKLIST OF REQUIREMENTS FOR PRIMARY RETAIL LIQUOR LICENSE

PROCEDURE FOR APPLYING FOR A RETAIL (BY THE DRINK, ORIGINAL PACKAGE, OR CONSUMPTION) LIQUOR LICENSE

**ALLOW 10 - 21 DAYS FOR PROCESSING**

RETURN PAGE 1 OF THIS CHECKLIST WITH APPLICATION

<b>LICENSE TYPE</b>		
Retail license being applied for (mark with an "X"):		
<b>PACKAGE</b> <input type="checkbox"/> Beer Only <input type="checkbox"/> Beer, Wine & Spirits*	<b>BY THE DRINK</b> <input type="checkbox"/> Beer Only <input type="checkbox"/> Beer & Light Wine* <input type="checkbox"/> Beer, Wine & Spirits*	<b>OTHER</b> <input type="checkbox"/> Consumption only**
<p>* A separate Sunday license is required, if applicable.</p> <p>** Sunday hours are not permitted with a consumption license.</p>		
<b>EFFECTIVE DATE</b>		
If there is a specific date the license should take effect, please specify. If no date is indicated, the license will take effect as soon as it's reviewed and processed. _____		
<b>LEGAL DESCRIPTION (BY THE DRINK APPLICANTS ONLY)</b>		
If applying for a by the drink license, is there an outdoor deck, patio, or sidewalk café that needs to be added to the legal description on the liquor license? If so, include a photo of the space, and if it is not enclosed, record dimensions of the space here. _____		



**REQUIRED DOCUMENTS:**

1. [PRIMARY RETAIL APPLICATION](#) – Completed and notarized.
2. LICENSE FEE – Cashier’s check or money order made payable to Missouri Director of Revenue for new license type. See pro-rated schedule below.
  - If applying for a Retail by Drink Resort Temporary or Retail by Drink Seasonal Resort Temporary, the fee amount is \$75.00 (equal to three (3) months or 90 days of RBD fees).
3. CRIMINAL RECORD CHECK – Must be from the Missouri State Highway Patrol and dated within six (6) months (record checks from third party vendors will not be accepted). Must include the individual’s full name and any commonly used alias(es), date of birth, and social security number. Record checks can be obtained same-day via the [online](#) portal, or by mail using their [form](#). Records checks are required for the sole owner (sole proprietor), all partners (partnership), and the managing officer (LLC or corporations). Additionally, all officers and/or directors, and all stock/share holder(s) owning 10% or more overall of the applicant entity.
4. 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 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.
5. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days. Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.
6. TAX RECEIPT – Copy of the paid personal property tax or real estate tax receipt for the preceding year of the sole owner (sole proprietor), all partners (partnership), or the managing officer (LLC or corporations). A waiver of non-assessment will be accepted in lieu of the paid receipt if taxes were not owed the preceding year.
7. VOTER REGISTRATION – Proof of voter registration (ex. copy of voter registration card, letter, etc.) or printout from the Missouri Secretary of State’s [voter verification website](#) of



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the sole owner (sole proprietor), all partners (partnership), or the managing officer (LLC or corporations).

8. PHOTO – Of sole owner, all partners, or managing officer (no hats or sunglasses). Gray-scale or black and white computer printouts are acceptable so long as features are clear. This can be attached to page 2 of the application, or included separately.
9. PHOTO – Of front of the building. Include a photo of any exterior area(s) to be added, such as a patio, deck or sidewalk cafe. Gray-scale or black and white computer printouts are acceptable so long as features are clear. This can be attached to page 5 of the application, or included separately.
10. 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.
11. NATURALIZATION CERTIFICATE OR PASSPORT – If the sole owner, any partner, or the managing officer of an entity was born outside the U.S., a copy of that individual's naturalization certificate or valid U.S. Passport is required.
12. CERTIFICATE OF GOOD STANDING – From the Secretary of State, dated within 90 days for the applicant organization. *Not applicable to sole proprietors or general partnerships.*
13. [MANAGING OFFICER APPOINTMENT FORM](#) – Completed and signed. *Not applicable to sole proprietors or general partnerships.*
14. RESORT CERTIFICATION and/or VERIFICATION OF GROSS RECEIPTS – Required only if applying for full liquor by the drink (spirits, wine and beer) in certain areas. See the [Full Liquor by the Drink – Qualification Questionnaire](#) or contact your district office to see if you must qualify.



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Retail License Prorated Fee Schedule <i>(July rate = annual fee)</i>	RBD* – Retail by Drink	OPL – Original Package Liquor	COL – Consumption	5BD – Beer by Drink 5BDW – Beer & Wine by Drink 5OP – Package Beer
July - June 30	\$300.00	\$100.00	\$60.00	\$50.00
Aug - June 30	\$275.00	\$91.67	\$55.00	\$45.83
Sep - June 30	\$250.00	\$83.33	\$50.00	\$41.67
Oct - June 30	\$225.00	\$75.00	\$45.00	\$37.50
Nov - June 30	\$200.00	\$66.67	\$40.00	\$33.33
Dec - June 30	\$175.00	\$58.33	\$35.00	\$29.17
Jan - June 30	\$150.00	\$50.00	\$30.00	\$25.00
Feb - June 30	\$125.00	\$41.67	\$25.00	\$20.83
Mar - June 30	\$100.00	\$33.33	\$20.00	\$16.67
Apr - June 30	\$75.00	\$25.00	\$15.00	\$12.50
May - June 30	\$50.00	\$16.67	\$10.00	\$8.33
Jun 1 - June 30	\$25.00	\$8.33	\$5.00	\$4.17

Licenses are valid from the date the license takes effect through June 30; fees are prorated monthly. Select the current or future month the license should take effect, and the corresponding fee listed is the prorated amount.

\*RBD variant licenses included under this fee bracket are:

- RBD (*standard beer, wine & spirits*) – RSMO 311.200 (5),
- RBDB (*boat*) – RSMO 311.091,
  - *Requires vessel license from U. S. Coast Guard certifying the number of passengers allowed (minimum of 30 passengers required).*
- RBDE (*exempt organizations*) – RSMO 311.090 (1),
  - *Requires IRS exemption notice exempting the organization from payment of federal income taxes.*
- RBDK (*entertainment district*) – RSMO 311.086,
  - *Exclusive to Kansas City.*
- RBDM (*mall*) – RSMO 311.096,
  - *For businesses with no interior seating; annual gross income from the sale of prepared meals or food consumed is, or is projected to be at least \$275,000.00. Requires affidavit for new businesses or gross verification form for existing businesses adding liquor.*
- RBDR\*\* (*resort*) – RSMO 311.095 (1); and,
- RDSR\*\* (*seasonal resort*) – RSMO 311.095 (2).



**RETURN DOCUMENTS TO:**

<b>District I – Kansas City</b>	<b>District II – Jefferson City</b>	<b>District III – St. Louis</b>
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125
(816) 743-8888	(573) 526-4026	(314) 416-6280
<b>Servicing:</b> Andrew, Atchison, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Worth	<b>Servicing:</b> Adair, Audrain, Barry, Barton, Bates, Benton, Boone, Callaway, Camden, Carter, Cedar, Chariton, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Franklin, Gasconade, Greene, Henry, Hickory, Howard, Howell, Iron, Jasper, Knox, Laclede, Lawrence, Lewis, Linn, Macon, Maries, Marion, McDonald, Miller, Moniteau, Monroe, Montgomery, Morgan, Newton, Oregon, Osage, Ozark, Phelps, Pike, Polk, Pulaski, Putnam, Ralls, Randolph, Reynolds, Ripley, Schuyler, Scotland, Shannon, Shelby, St. Clair, Stone, Sullivan, Taney, Texas, Vernon, Warren, Washington, Webster, Wright	<b>Servicing:</b> Bollinger, Butler, Cape Girardeau, Dunklin, Jefferson, Lincoln, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Charles, St. Francois, St. Louis City, St. Louis Co., Ste. Genevieve, Stoddard, Wayne