



Missouri Department of Public Safety
 Division of Alcohol and Tobacco Control
 ANNUAL CATERER PERMIT CHECKLIST

FOR ALREADY LICENSED RETAIL BY DRINK ESTABLISHMENTS – PRE-PAYS FOR A 50 EVENT OR AN UNLIMITED EVENT LICENSE – EXPIRES ANNUALLY ON JUNE 30

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR ANNUAL CATERER PERMIT – Completed and signed.
2. LICENSE FEE – Cashier’s check or money order made payable to Missouri Director of Revenue. Fee is \$500.00* for a 50 event license, or \$1,000.00* for an unlimited event license. *Fees are NOT prorated on annual caterer permits.
3. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days. **Required regardless of exemption status.** Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.

RETURN DOCUMENTS TO:

District I – Kansas City	District II – Jefferson City	District III – St. Louis
Division of Alcohol & Tobacco Control 8800 E. 63 rd 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 3256 Laclede Station Rd, Ste. 101 St. Louis, MO 63143
(816) 743-8888	(573) 751-2333	(314) 877-0480
Servicing: 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	Servicing: 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	Servicing: 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



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REQUIREMENTS FOR INDIVIDUAL OFF-SITE EVENTS:

- To obtain an event certification from the state for off-site events, licensees must report event information for each function to the central office a minimum of three (3) business days in advance.
- Information required to be reported for each event includes a letter of permission from the property owner which includes a physical address and description of the premises, as well as the date(s) the function will be held.
- License applicants must also obtain city and county licenses for individual events, where applicable.