



PROCEDURE FOR MALL TO EXTEND HOURS BEYOND REGULAR BUSINESS HOURS

**ALLOW 10 – 21 DAYS FOR PROCESSING**

1. APPLICATION FOR EXTENDED HOURS – MALL – Completed application for special permit to remain open each day of the week until 3:00 a.m., signed and notarized.
2. LICENSE FEE – Bank Draft, Money Order, Certified Check, or Cashier’s Check, payable to the Director of Revenue, State of Missouri, for correct amount of license fee.
3. CERTIFICATE OF NO TAX DUE From the Missouri Department of Revenue; must be dated within 90 days and addressed “To Supervisor of Liquor Control.” **Required regardless of exemption status.** Can be obtained online with the Tax ID and PIN, or by phone at (573) 751-9268.
4. CERTIFICATE OF GOOD STANDING – Corporations and L.L.C.’s must provide a copy of *Certificate of Good Standing* from the Missouri Secretary of State within the preceding 90 days. (Information available at [www.sos.mo.gov](http://www.sos.mo.gov).)

**PREQUALIFICATION:**

5. Applicant must hold a Retail by Drink - Mall license and be located in an area which has been designated as a convention trade area by the governing body of the county or city. (Section [311.096.4, RSMo.](#))

| Mall Hours Extended<br>Prorated Fee Schedule<br><i>(July rate = annual fee)</i> | Mall Hours Extended Fees |
|---|--------------------------|
| July - June 30  | \$300.00                 |
| Aug - June 30   | \$275.00                 |
| Sep - June 30   | \$250.00                 |
| Oct - June 30   | \$225.00                 |
| Nov - June 30   | \$200.00                 |
| Dec - June 30   | \$175.00                 |
| Jan - June 30   | \$150.00                 |
| Feb - June 30   | \$125.00                 |
| Mar - June 30   | \$100.00                 |
| Apr - June 30   | \$75.00                  |
| May - June 30   | \$50.00                  |
| Jun 1 - June 30   | \$25.00                  |

Licenses are valid from the date the license takes effect through June 30; fees are prorated monthly. Select the



CHECKLIST OF REQUIREMENTS FOR EXTENDED MALL HOURS PERMIT

current or future month the license should take effect, and the corresponding fee listed is the prorated amount.

**RETURN DOCUMENTS TO:**

| District I – Kansas City   | District II – Jefferson City   | District III – St. Louis   | District V – Springfield  |
|--|--|--|---|
| Division of Alcohol & Tobacco Control<br>8800 E. 63 <sup>rd</sup> Street, Ste. 180<br>Raytown, MO 64133  | Division of Alcohol & Tobacco Control<br>1738 E. Elm St. – Lower Level<br>Jefferson City, MO 65101   | Division of Alcohol & Tobacco Control<br>7545 S. Lindbergh Blvd., Ste. 150<br>St. Louis, MO 63125  | Division of Alcohol & Tobacco Control<br>505 B East Walnut St. – (Lower Level)<br>Springfield, MO 65806   |
| (816) 743-8888   | (573) 526-4026   | (314) 416-6280   | (417) 895-5004  |
| <b>Servicing:</b><br>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:</b><br>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:</b><br>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 | <b>Servicing:</b><br>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 |