



CHECKLIST OF REQUIREMENTS FOR EXTENDED MALL HOURS PERMIT

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 – **Money Order or Cashier's Check** made payable to the Director of Revenue, State of Missouri, for the 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 – From the Secretary of State or applicable state authority, dated within 90 days for the applicant organization. Not applicable to sole proprietors or general partnerships. Entities applying within 90 days of forming the entity may submit the Articles of Organization certificate in lieu of a Certificate of Good Standing. Required for the applicant entity and all legal entities owning or controlling ten percent or more of the stock or interest in the business.

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



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RETURN DOCUMENTS TO:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
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 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806
(816) 743-8888	(573) 526-4026	(314) 416-6280	(417) 895-5004
Servicing: 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	Servicing: 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	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	Servicing: 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