



Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

CHECKLIST OF REQUIREMENTS FOR EXTENDED HOURS PERMIT FOR ST.
LOUIS CITY

PROCEDURE FOR BUSINESSES IN ST. LOUIS CITY TO EXTEND HOURS BEYOND
REGULAR BUSINESS HOURS (pursuant to section 311.176 RSMo)

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR EXTENDED HOURS PERMIT – 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).
5. VERIFICATION OF GROSS RECEIPTS – Verification of Food and Alcohol Sales/Schedule of Gross Receipts, completed and notarized.

PREQUALIFICATION:

6. Premises must be located in an area which has been designated as a convention trade area by the governing body of the city and the business establishment's annual gross sales for the year immediately preceding the application for extended hours equals one hundred fifty thousand dollars or more (see number 5).



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Extended Hours Prorated Fee Schedule <i>(July rate = annual fee)</i>	Extended Hours 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.

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 (816) 743-8888 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	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101 (573) 526-4026 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	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125 (314) 416-6280 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	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806 (417) 895-5004 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