



Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

CHECKLIST OF REQUIREMENTS FOR ONE-DAY EXTENDED HOURS PERMIT FOR KANSAS CITY ONLY

PROCEDURE FOR BUSINESSES IN KANSAS CITY ONLY TO EXTEND THEIR HOURS FOR ONE DAY BEYOND REGULAR BUSINESS HOURS (pursuant to section 311.088 RSMo)

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR ONE DAY EXTENDED HOURS PERMIT – Completed and notarized.
2. LICENSE FEE – **Money Order or Cashier's Check**, payable to the Director of Revenue, State of Missouri, for \$50 per event/day.
3. PROPERTY OWNER PERMISSION – Letter of Approval from property owner.

PREQUALIFICATIONS AND SPECIAL CONDITIONS:

4. Must have a Sunday by Drink – Convention License (Section 311.089) to get an EHKC permit that begins on a Sunday.
5. MUST HAVE A RETAIL BY DRINK LICENSE – Requires Retail by Drink license to qualify for special one-day extended hour's permit.
6. May only apply for six permits each calendar year.



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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 (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