



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