Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

CHECKLIST OF REQUIREMENTS TO UPGRADE/DOWNGRADE LICENSING – FOR RETAILERS

PROCEDURE FOR UPGRADING OR DOWNGRADING A RETAIL LIQUOR LICENSE

ALLOW A MINIMUM OF 30 DAYS FOR PROCESSING[1]

1. PRIMARY RETAIL APPLICATION – Complete online. Note: Photos of managing officer and building are not required if no changes have occurred.

2. LICENSE FEE – Payment options include credit card or electronic check, for the correct amount of pro-rated license fee. A separate transaction fee will apply.

3. STATEMENT OF CHANGE - Written statement of what change(s) are being made.

4. MISSOURI RETAIL SALES TAX LICENSE – From the Missouri Department of Revenue, (573) 751-5860, listing the proper legal name of the applicant (sole proprietor, partnership, or entity) applying for the license, the Doing Business As (DBA) or trade name*, and the correct physical address of the business. If you are in a particular unit(s) or suite(s), this should be listed as part of the address on the sales tax license. *Note:* RSMo. 417.200 requires that every name under which any person shall do or transact any business in this state, other than the true name of such person, is considered a fictitious name, and it shall be unlawful to engage in or transact any business under a fictitious name without first registering it with the secretary of state. *Additionally, 11 CSR 70-2.140(23) requires that the DBA or trade name used on exterior signage or advertising to be accurately reflected on the state liquor license.*

5. 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.

6. 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.

[1] Processing times may vary based on seasonal demands.

7. RESORT CERTIFICATION and/or VERIFICATION OF GROSS RECIEPTS – Required only if applying for full liquor by the drink (spirits, wine and beer) in certain areas. See the Full Liquorby the Drink – Qualification Questionnaire or contact your district office to see if you must qualify.

8. HEALTH INSPECTION (required for package licensees upgrading to any by the drink license) – Copy of completed health inspection form local health department.

OTHER CONSIDERATIONS:

A. If upgrading to Retail by Drink (RBD – beer wine and spirits), and any person, corporation, employee, officer, agent, subsidiary, or affiliate of the applicant entity collectively hold MORE THAN five (5) RBD licenses, a letter MUST BE INCLUDED showing how the applicant entity complies with RSMO. 311.260, paragraph 2, subsections 1-4.

Retail License Prorated Fee Schedule *(July rate = annual fee)*	RBD – Retail by Drink*	OPL – Original Package Liquor	COL – Consumption	5BD – Beer by Drink 5BDW – Beer & Wine by Drink 5OP – Package Beer
July - June 30	$300.00	$100.00	$60.00	$50.00
Aug - June 30	$275.00	$91.67	$55.00	$45.83
Sep - June 30	$250.00	$83.33	$50.00	$41.67
Oct - June 30	$225.00	$75.00	$45.00	$37.50
Nov - June 30	$200.00	$66.67	$40.00	$33.33
Dec - June 30	$175.00	$58.33	$35.00	$29.17
Jan - June 30	$150.00	$50.00	$30.00	$25.00
Feb - June 30	$125.00	$41.67	$25.00	$20.83
Mar - June 30	$100.00	$33.33	$20.00	$16.67
Apr - June 30	$75.00	$25.00	$15.00	$12.50
May - June 30	$50.00	$16.67	$10.00	$8.33
Jun 1 - June 30	$25.00	$8.33	$5.00	$4.17

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.

*RBD variant licenses (*retail by drink including beer, wine and spirits*) included under this fee bracket are: RBD, RBDB (*boat*), RBDE (*exempt organizations*), RBDK (*entertainment district*), RBDM (*mall*), and RBDR (*resort*).

If applying for a Retail by Drink Resort Temporary or Retail by Drink Seasonal Resort Temporary, the fee amount is $75.00 (equal to three (3) months or 90 days of RBD fees).

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Notes:

- The beer only licenses (5BD and 5OP) are the only 7-day/week licenses that do not require a separate Sunday license to conduct Sunday sales. If upgrading from a 5BD or 5OP to another type of license, and Sunday sales, service, or consumption of intoxicating liquor will occur on the premises, a separate Sunday application and license fee must be submitted. (License fees cannot be combined and must be submitted separately.)

REVIEWED BY:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63rd 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