

Checklist for billiard/pool hall (non-liquor)

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

The following requirements will be completed by the investigator working on your case

_____ **Investigator requirement** – verification that the business does have a current license (**attach a copy**) – **sale only**

_____ **Investigator requirement** – the zoning of the premises and a map of the zoning overlay of the area immediately surrounding the proposed premise – **new only**

_____ **Investigator requirement** – notification letters mailed out to all neighborhood associations within the same ZIP code as the proposed establishment and City Councilmembers who represent the same district of the proposed premise, as well as other pre-determined government entities

Yes No

_____ **Investigator requirement** – Has the applicant or anyone with ownership in the business been convicted of a felony or other offense involving moral turpitude? **Section 12-2**

_____ **Investigator requirement** – Do you believe that the operation of such business or establishment has or will create a neighborhood nuisance or disturbance, prove a menace to the public safety, or impair the health, peace or comfort of persons working or residing in the vicinity? **Section 12-7(a)**

*In order to begin processing a liquor application, an **applicant** must submit the following*

_____ Amusement application – **must be signed and notarized**

_____ A \$40 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) has resided. This includes anyone who owns **more than 10 percent** of the stock in the business or owns **more than 10 percent** of the business. Anyone who is an active, practicing lawyer in the State of Missouri will not be subject to a criminal history record check but he must submit a copy of his bar association card.

All of the following information must be submitted by the applicant

Have Need

_____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by the Regulated Industries Division** (http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument)

_____ Two recent photographs of the front of the premises to be licensed

_____ A diagram of the premises including the total number of **square feet** in the building and the **number of floors**

_____ **LLC only** – a copy of the **operating agreement** listing all of the members and managers of the LLC
Corporation only – a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held
Partnership only – a copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – The managing partner must be noted on the application

_____ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building, 615 E. 13th St., (816) 889-2925

Have Need

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| ___ | ___ | Fictitious name registration (if DBA is different than the corporate name) – from the State Office Building, 615 E. 13 th St., (816) 889-2925 |
| ___ | ___ | Two recent passport-style photos (without hat) of anyone who owns more than 10 percent of the stock in the location or who owns more than 10 percent of the business |
| ___ | ___ | Schedule P from anyone who owns more than 10 percent of the stock in the location or who owns more than 10 percent of the business – form provided by the Regulated Industries Division (http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument) |
| ___ | ___ | Stock purchase agreement (if applicable) – sale only |
| ___ | ___ | Asset sales agreement signed by all parties and notarized – sale only |
| ___ | ___ | Declaration of intent to sell, signed by all parties and notarized – form provided by the Regulated Industries Division (http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument) – sale only |
| ___ | ___ | A statement of no sales/use tax due dated within the preceding 90 days from the date of application – from the Finance Department in City Hall, 414 E. 12 th St., (816) 513-1120 or (816) 513-1135 |

An amusement application can be processed without the **contingency items** listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

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| ___ | ___ | A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12 th St., (816) 513-1500, Option 4 – contingency item |
| ___ | ___ | A copy of the occupant load certificate, which states the occupancy load (must state the interior occupant capacity) – from the City Planning and Development Department in City Hall, 414 E. 12 th St., (816) 513-1500, Option 4 – contingency item |
| ___ | ___ | A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247 – contingency item |
| ___ | ___ | A copy of the fire permit <u>or</u> certificate of compliance from the most recent inspection (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100 – contingency item |
| ___ | ___ | A certificate of compliance (must be from the DBA applying) stating no exterior code violations currently exist on the property – from the Neighborhood Preservation Division, 4900 Swope Parkway, (816) 513-9010 – contingency item |