



CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF CITY OF COLUMBIA LIQUOR LICENSE

- _____ Payment of fees
- _____ Criminal record check for each individual owner, partner and all members of a LLC. If applicant is a corporation, the managing officer, each officer and director, and all shareholders that own 10% or more of the stock of the business must obtain a criminal record check.
- _____ If owner, partner or managing officer is naturalized, proof of citizenship must be submitted.
- _____ Statement of No Sales Tax Due from the MO Department of Revenue.
- _____ Lease, rental agreement or contract of sale, or copy of warranty deed for premise to be licensed. (Must be in name of person(s) entity applying for license)
- _____ Limited Liability Company Operation Agreement (if applying as LLC)
- _____ Approval of City Police, Fire, Health and Community Development Departments
- _____ Copy of Managing Officer's Driver's License
- _____ Copy of Driver's License of any owner of 10% or more

Contact the Missouri Division of Liquor Control at 573-751-2333 if you have questions about their liquor license process and requirements

Please allow 7-10 working days for the processing and approval of a liquor license application

City of Columbia, Finance Department, Business License Division
573-874-7378 or 573-874-7549
businesslicense@gocolumbiamo.com