

September 2020



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.
 - _____ If applying for a *by the drink* liquor license and the licensed premise includes an outdoor deck, patio or sidewalk café, please provide a description of the space that includes the dimensions and how the outdoor space is enclosed (2nd page of application).
 - _____ Statement of No Sales Tax Due from the MO Department of Revenue.
 - _____ Approval by City Police, Fire, Health and Public Works Departments (done internally)
 - _____ Driver's License of the Managing Officer
 - _____ Completed business license application and payment of fees.
- FYI – Contact the Missouri Division of Liquor Control at 573-751-2333 for any questions about their liquor license process and requirements.

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