

## **BASIC STEPS FOR OBTAINING A LIQUOR LICENSE IN THE CITY OF RICHMOND, MISSOURI**

1. Application shall be obtained from the City Clerk, to be completed and returned with the appropriate documents requested.
  - Tax receipts – Local, Personal, Real, etc.
  - Photo of the Exterior of the building.
  - Photo of each applicant.
  - Copy of current City Business License.
  - Proof of Voter Registration.
2. Application and documents will be reviewed by the City Clerk, then presented to the City Council at their next regular scheduled meeting for approval, contingent upon State of Missouri Liquor Control approval. A letter will be prepared for applicant to present to the State of Missouri Division of Liquor Control, stating that the City of Richmond will issue a Liquor License to applicant contingent upon the State's approval.
3. Applicant must then apply with the State of Missouri, Liquor Control (816) 889-2574.
4. After receipt of the State License, applicant shall bring that original license to the City Clerk for verification and copies will be made for our City records. The applicant, at this time shall also pay all applicable fees, in the form of a bank draft, money order, certified check, or cashier's check.
5. The City Liquor License will then be issued to the business within a reasonable time, if all appropriate licensing and permits have been issued through the Collector's Office that are required for a business establishment.
6. State, County and City liquor licenses are to be posted within the business establishment for public viewing prior to any liquor sales. **NO** liquor sales are to be made until all liquor licenses are obtained as well as other appropriate licensing and permits from the City, for the business establishment.
7. All liquor licenses expire June 30<sup>th</sup> of each year. City licenses are **NOT** automatically renewed. Processing and issuance of annual renewal must be completed by July 1<sup>st</sup> of each year in order for liquor sales to continue. Renewal applications are to be submitted by May 1<sup>st</sup> of each year.
8. Should there be any change of license type, managing officer, and/or ownership, a new application **MUST** be submitted and rules for a new application shall be followed.

Please feel free to call if you have any questions or need additional information.  
City Clerk Office – 816.776.5304, ext. 104.

**APPLICATION FOR LICENSE TO SELL ALCOHOLIC  
BEVERAGES  
IN THE CITY OF RICHMOND, MISSOURI**

*NOTE: If applicant is a firm, partnership or association, all the names and addresses of each member of the firm, partnership or association must be listed. If the applicant is a corporation, the names and addresses of all the officers, the board of directors and all of the stockholders of the corporation must be listed.*

Applicant's Name \_\_\_\_\_  
\_\_\_\_\_

Applicant's Address \_\_\_\_\_  
\_\_\_\_\_

Name of Establishment \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Value of goods other than intoxicating liquor and how value was determined:

\_\_\_\_\_

I/We, the undersigned, hereby apply for a license to sell alcoholic beverages within the City of Richmond, Missouri.

I/We hereby certify that I/we have not been convicted of any felony since the abolition of the Eighteenth Amendment of the Constitution.

I/We hereby request the type of license(s) checked on the attached pages.

Signed: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200 .

(SEAL)

\_\_\_\_\_  
Robin L. Littrell, City Clerk

Bill Number 06-37

Ordinance Number 2015

AN ORDINANCE AMENDING CHAPTER 600: ALCOHOLIC BEVERAGES  
SECTION 600.200: FEES, OF THE CITY OF RICHMOND, MISSOURI CODE,  
WITHIN THE CITY OF RICHMOND, MISSOURI AS FOLLOWS.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHMOND,  
MISSOURI, AS FOLLOWS:**

**SECTION 600.200: FEES**

The license fee required and imposed under this Chapter shall be as follows:

<u>Type of License</u>	<u>Code</u>	<u>Annual Fee</u>	<u>RSMo</u>
1. Retail Liquor By the Drink	RBD	\$450.00	311.200
2. 5% By Drink (includes Sunday Sales)	5BD	75.00	311.200
3. 5% By Drink Wine	5BDW	75.00	311.200
4. 5% Sunday by the Drink	*5SBD	300.00	311.090
5. 3.2% Non Intox. Beer by Drink	32BD	37.50	312.100
6. Sunday By Drink	*SBD	300.00	311.090
7. Sunday By Drink Temporary(90 days)	*SBDT	75.00	311.097
8. Sunday Original Package Liquor	*SOP	300.00	311.293
9. Retail Liquor By Drink Picnic(7 days)	RBDP	37.50	311.482
10.5% Beer by Drink Wine Picnic(7days)	5WP	150.00	311.218
11.Retail Liquor by Drink Caterer(per day)	*RBDC	15.00	311.485
12.Caterer Retail by Drink Unlimited	*RDC1	1,500.00	311.486
13.Caterer Retail by Drink (50 days max.)	*RDC5	500.00	311.486
14.5% Beer Wine Caterer (per day)	*5BWC	15.00	311.485
15.Original Package Liquor	OPL	150.00	311.200
16.Original Package 5% include Sundays	5OP	75.00	311.200

17.Original Package 3.2% Beer	32OP	22.50	312.100
18.Consumption of Intoxicating Liquor	COL	90.00	311.480
19.Missouri Wine By Drink	MWBD	450.00	311.070.10

\*Secondary License Type = Requires a Primary License to Qualify, such application does not require separate approval by the City Council.

That any ordinance or parts of ordinances in conflict herewith are hereby repealed.

This ordinance shall be in full force and effect upon passage by the Richmond City Council and appropriately signed into law by the Mayor of the City of Richmond, Missouri.

**PASSED THIS 27<sup>th</sup> DAY OF September , 2006.**

**Thomas J. Morman**

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**Mayor Thomas J. Morman**

**ATTEST:**

**Robin L. Littrell**

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**Robin L. Littrell, City Clerk**