

STEPS TO RENEW LIQUOR LICENSE CITY OF RICHMOND, MISSOURI

1. Return the Renewal Application, with the required documents, to the City Clerk by May 15.
2. Required documents are:
 - a. Tax Receipts: County and City (Personal and Real Estate)
 - b. Current photo of the exterior of the building
 - c. Current photo of each applicant
 - d. Copy of current City of Richmond Business License
 - e. Copy of Voter Registration from the Election Board of the County where applicant is a qualified legal voter in the State.
3. Applicant will apply for State Liquor License.
4. Upon receipt of State Liquor License, Applicant will bring same to City Clerk (copies will be made for City's file). Applicant will also bring applicable fees in the form of bank draft, money order, certified check, or cashier's check.
5. City Liquor License will be issued to the business by July 1 (if all appropriate licenses and/or permits have been issued through the Collection office for the business establishment).

Should there be any change of license type, managing officer and/or ownership, a new application **MUST** be submitted and procedures for a new application will be followed.

City Liquor Licenses are NOT automatically renewed. Processing and issuance of annual renewal must be completed by July 1 of each year.

Please do not hesitate to call if you have any questions or need additional information.
City Clerk: 816 776-5304 ext. 103.