

BASIC STEPS FOR RENEWAL OF A LIQUOR LICENSE FOR THE CITY OF RICHMOND

1. By **April 30th** of each year this reminder is sent, along with a renewal application.
2. Please return the renewal application by **May 15th** to the City Clerk with appropriate documents as requested –
 - Tax Receipts – Local, Personal, Real, etc.
 - Photo of the exterior of the building, if changes were made since previous license was issued.
 - Photo of each applicant – if changes are made from the previous license.
 - A copy of your current Business License.
 - Proof of Voter Registration if changes from the previous license.
3. Applicant then will apply for State Liquor License.
4. When applicant receives State License, bring this to the City Clerk. Copies will be made for City records. Also bring applicable fees in the form of a bank draft, money order, certified check, or cashier's check.
5. Your City Liquor License will then be issued to the business by **July 1st** if all appropriate licenses and/or permits have been issued through the Collector's office for this business establishment.
6. **City Licenses are not automatically renewed. Processing and issuance of annual renewal must be completed by July 1st of each year.**
7. 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.
Tonya Willim, Clerk's Office – 816-776-5304, ext. 104.