

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 30th of each year. City licenses are **NOT** automatically renewed. Processing and issuance of annual renewal must be completed by July 1st of each year in order for liquor sales to continue. Renewal applications are to be submitted by May 1st 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.