

# RENEWAL LIQUOR LICENSE APPLICATION CHECKLIST

(Used by City Licensing Department)

**Name of Business:** \_\_\_\_\_

	Initials of City Reviewer
Application complete, in ink, typed or printed	<input type="checkbox"/>
Application signed and notarized by the Managing Officer	<input type="checkbox"/>
Verify presence of email address and Managing Officer's business mailing address	<input type="checkbox"/>
Business has a renewed 2010-2011 city business license	<input type="checkbox"/>
Business is current on all tourism and cigarette taxes (including interest and penalties)	<input type="checkbox"/>
Business is current on any provided city services (i. e. water and sewer)	<input type="checkbox"/>
Business is current on state sales tax payments	<input type="checkbox"/>
Managing Officer is a current employee of the licensed establishment	<input type="checkbox"/>
Managing Officer is actively involved in day-to-day management of the Branson establishment	<input type="checkbox"/>
Copy of Paid 2009 Personal Property Tax Receipt for the Managing Officer submitted	<input type="checkbox"/>
A color copy of a current MISSOURI driver's license of the Managing Officer submitted	<input type="checkbox"/>
Review application for any potential planned inappropriate entertainment	<input type="checkbox"/>
Review application for any reported felony convictions	<input type="checkbox"/>
Review application to verify training is being done and done timely	<input type="checkbox"/>
Verify that cover charges (if any) are being reported and taxed	<input type="checkbox"/>
Review alcohol sales to see if it meets minimum \$ sales requirement for license type	<input type="checkbox"/>
Copy of new year state liquor license when issued	<input type="checkbox"/>
Payment for City Liquor Licenses (1.5 times what is on state license)	<input type="checkbox"/>