

Liquor License Renewal Requirements Checklist

**The forms and fee must be submitted to the City Clerk by
3:30 p.m. on the third Thursday in June of the current year**

CHECKLIST:

- ☐ City Liquor License Application (*attached*)
- ☐ City Emergency Contact Information (*attached*)
- ☐ No Tax Due Statement –This statement can be obtained from the State of Missouri, contact information:
Department of Revenue in Jefferson City, MO
Phone: 573-751-9268 or by
Email: taxclearance@dor.mo.gov
- ☐ Missouri division of alcohol & Tobacco Control Permit (State Liquor License)
- ☐ Platte County Liquor License
- ☐ State of Missouri – Retail Sales License
- ☐ Platte County Health Department Certification - Food Permit
- ☐ Platte County Merchants License
- ☐ Certificate of Liability Insurance - (COI) **naming the City of Northmoor as additional insured.** Your insurance carrier will need our address (4907 NW Waukomis Dr., Northmoor, MO 64151 or the COI can be emailed to clerk@northmoormo.gov
- ☐ License Fee: (*Noted on your cover letter*)