



## Instructions for St. Louis County Alcoholic Beverage License Application for Unincorporated Areas of St. Louis County

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The liquor application process is a complex, progressive system, requiring multiple reports and recommendations from various entities, including County Council approval. Due to its **complexity, the application process can take to 60 days or more if special circumstances arise. This should be taken into consideration when making plans before you have received final approval and issuance of the license (for a grand opening, etc.).**

The completed application and all required documentation must be presented by the owner (if sole ownership), all partners (partnership) or the managing officer (corporation). Picture ID is required if notary services are requested.

**No license shall be issued to any applicant who proposes to operate within a distance of 300 feet of any church, synagogue, school/day care building or any public park or playground.**

The following information/documentation must be submitted to complete the application:

1. Exact name and address of business location
2. **Recent** photo of front of premises and photo of applicant(s)
3. Voting certificate from the St. Louis County/City Board of Election Commissioner or County where applicant(s) reside(s) in the State of Missouri
4. Exact description of premises to be licensed; attach blueprint or hand drawing (floor plan) of area to be licensed
5. Copy of bill of sale from previous owner
6. Copy of bill of sale of fixtures if business is new or if additional fixtures have been purchased and a list of the fixtures
7. Copy of mortgage document(s). If mortgage is pending, attach copy as well.
8. If other financial assistance, (i.e., bank loan, personal loan, loan assumption), please attach copy of contract or letter from lender acknowledging that loan has been extended, for what amount and to whom
9. If rental property, letter from owner or rental agreement. If leased, attach copy of signed, notarized lease, which should indicate description and proposed use of premise: Restaurant-Bar, Bar, Package Liquor store, etc.
10. Copy of Registration of Fictitious Name filed with the Missouri Secretary of State, if necessary. The form may be requested by calling 314.340.7490
11. Business personal property tax must be paid and current or provide waiver
12. Copy of your Merchants & Manufacturers License from the Assessor's office. The cost is \$5.00 and you can reach the Assessor's Office at 314.615.5103 or [Assessor@stlouiscountymo.gov](mailto:Assessor@stlouiscountymo.gov)
13. Verification of Gross Sales Report

**Corporations** must attach:

- a. Copies of State Certificate of Incorporation
- b. Current State Certificate of Good Standing
- c. Articles of Incorporation and Bylaws for a Corporation or Operating Agreement for an LLC



- d. Letter of authorization designating applicant as Managing Officer. If there is only one (1) officer in the Corporation, that same individual must appoint him/herself as Managing Officer
- e. Name(s) and address(es) of all stockholders owning one (1) share or more of outstanding shares and attach copies of stock certificates

The completed application must be accompanied by a check made payable to 'St. Louis County Director of Revenue', for the filing fee of \$150.00. Applications for Sunday License incur an additional \$150.00 filing fee.

**Filing fees are non-refundable** and are **in addition to the license fee** which is due at the time the State Liquor License(s) is/are presented.

Upon receipt of the application and all accompanying documentation, the application will be processed as outlined below.

**Records check:**

- ✓ County Health Department - be sure to obtain a Health Permit: 314.615.8900 or <https://stlouiscountymo.gov/st-louis-county-departments/public-health/food-and-restaurants/>
- ✓ County Public Works Department on proper zoning and use. Check with Public Works to see if you need an occupancy permit or a re-occupancy permit: 314615.5184 or <https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/inspections/>
- ✓ County Public Works Department of building standards and safety

After all information has been provided, the Director of Revenue will submit a letter with his recommendations to the County Council for their approval. **Unfavorable reports from any of the departments above may result in a recommendation to the County Council to deny the license application.** The County Council meets on Tuesdays, and usually the applicant is not required to attend. If the location has had a liquor license before, Council generally approves the application in one (1) meeting, but if the location has never had a liquor license of any kind, Council will hold the application for two (2) meetings.

After the County Council's approval, the Licensing Division calls the applicant to inform them of the decision and issues an approval letter to accompany their application to State Liquor Control.

Upon receipt of the State Liquor License(s), the applicant or a representative need to return to our offices with the state license(s) or a copy, and the St. Louis County License(s) will be issued. License fee(s) are due at the time of issuance.

**Fees for County Liquor Licenses** are detailed on the **Liquor License Fees** document and are pro-rated to expire on June 30.

**PLEASE NOTE:** If you have **pool tables** on the premises, you will need a **Pool Table License**. An **Entertainment License** is required for **disk jockey, live entertainment, karaoke and/or a dance floor**. Both licenses may be obtained from our office. **Coin Operated Amusement Devices** (games operated by coins) must have a **COAD Sticker** affixed. Contact your amusement company to obtain the sticker(s) or - if you own the device(s) - obtain them directly from this office.