



LIQUOR LICENSE APPLICATION

City of Lake Saint Louis
Office of the City Clerk
200 Civic Center Drive
Lake Saint Louis, Missouri 63367

INSTRUCTIONS

Please read all instructions carefully.

- Please TYPE or PRINT the three (3) page application using only blue or black ink.
- Answer all questions fully or indicate "N/A" if not applicable.
- Attach copies of all additional supporting documents that are requested.
- If the establishment is a corporation and/or a partnership, please provide a list of names, addresses and dates of birth of all Corporate Officers/Partners.
- All new applicants must obtain/submit an application for a City Business License prior to the issuance of a liquor license. All renewal applicants must have a current City Business License or have submitted a renewal prior to the issuance of the liquor license.
- There is no guarantee of issuance with payment.
- New Applicants must submit a MSHP background check.
- All new license applications and renewals are presented to the Board of Aldermen, and meetings are held on the 1st or 3rd Monday of each month.
- All applications must be on file with the City Clerk for a **minimum of thirty (30) days** prior to the issuance of license.
- **LATE FEES:** All renewal licenses must be filed on or before the first day of June of each calendar year. In case of failure to submit the completed renewal application required on or before the first day of June, there shall be added to the amount of the renewal fee a late charge of \$100.00 from the second day of June to the last day of June; a late charge of \$200.00 from the first day of July to the last day of July; and a late charge of \$300.00 if the renewal is submitted after the last day of July.

COMMONLY ASKED QUESTIONS

- Liquor Licenses are due annually. The term runs from July 1st through June 30th (excluding special event licenses).
- If a license is issued in the middle of the term, fees will be prorated. Please contact the City Clerk's office to find out the prorated amount before submitting your application.
- If this is a new license, the City Clerk shall obtain background reports from the Chief of Police relative to the proposed location of the business. It is best to begin the process no later than a month prior to the desired beginning license date.
- Special events often require special permits and approvals. Please contact the City Clerk's office to see if your event/liquor license request will require any additional City permits.
- The City of Lake Saint Louis Municipal Code pertaining to Alcoholic Beverages and Liquor Licensing is Chapter 600, Sections 600.010 through 600.260, please read this. It is available on our website at www.lakesaintlouis.com
- A State of Missouri Liquor License is also required and must be obtained prior to the City liquor license being issued. The State of Missouri Dept. of Public Safety Alcohol & Tobacco Control, issues State Liquor Licenses. Their contact info. is Website www.atc.dps.mo.gov/licensing/ Phone (573) 751-2333, Fax (573) 526-4540
- If you have additional questions, please contact the City Clerk by phone at (636) 625-7932 or by email at ddaniel@lakesaintlouis.com

LIQUOR LICENSE APPLICATION

Business Name: _____

Trade Name: _____

Physical Business Address: _____

Business Mailing Address (if different from above): _____

Address license should be mailed to (if different from above): _____

Business Phone Number: _____ Email Address: _____

Detailed Description of premises (i.e. grocery, restaurant, etc.): _____

Applicant Name: _____

Is Applicant: Owner Manager Other (title) _____

Home Address: _____

Home Phone #: _____ Cell #: _____ Work #: _____

Best phone # to reach you at: Home Cell Work Best time to reach you: _____

Date of Birth: _____ Social Security Number: _____

Registered Voter Yes No County: _____

Are you a taxpaying citizen of the County, Town, City or Village where you reside in the state? Yes No

If owner is not the applicant, provide: Owner's Name: _____

Owner's Address: _____

- Has a license held by the applicant manager/owner for the sale of intoxicating liquor or non-intoxicating beer ever been revoked? Yes No

If yes, list date(s) and location(s): _____

- Has the applicant manager/owner ever been convicted of any law applicable to the manufacture or sale of intoxicating liquor or non-intoxicating beer since the ratification of the Twenty-First Amendment of the Constitution of the United States? Yes No

If yes, give date(s) and location(s): _____

- Has applicant ever been convicted of a felony or misdemeanor offense? Yes No

If yes, give date(s), charge(s) and location: _____

I, _____ (Applicant), hereby consent to a complete criminal history check and personal background check for release of any information in Lake Saint Louis Police or Court records involving me to the Mayor and City Council to evaluate my application for a City of Lake Saint Louis Liquor License.

Printed Name of Applicant

Signature of Applicant

Date Signed

I, _____ (Business Owner), hereby testify that the above information is correct, valid, and truthful.

Printed Name of Owner

Signature of Owner

Date Signed

