

Check List for Caterer's Permits
\$10.00 per Calendar Day

All of the items noted below are required to process this application.

It is a MUST that this paperwork go through your local agent for approval prior to the issuance of this permit. Therefore, please allow 10 to 15 days for processing. Contact your local agent or your local district office with any questions.

1. Completed caterer's application, signed by the owner, all partners or the managing officer for the corporation or the LLC. Only fill out the middle section of the form, sign it. (The top portion is to be completed by the Division of Alcohol and Tobacco Control; leave it blank.)
2. A cashier's check or money order. *The permit fee is \$10 per day. When an event extends past 12 midnight, the day past midnight counts as an additional day.* NO CASH OR PERSONAL OR BUSINESS CHECKS ARE ACCEPTED.

You must submit the exact amount for the number of days needed; WE WILL NOT ACCEPT ANY OVERPAYMENT AND IF THE AMOUNT IS NOT CORRECT YOUR APPLICATION WILL BE RETURNED AND THIS WILL DELAY PROCESSING.

3. City license or city letter of approval for the catering event with the catering event dates, or a letter from the city stating that it does not charge for a caterer's permit.
4. A letter from the owner of the property, giving the applicant/licensee approval for use of the property for the event.

Return the application and required items to your local agent

For further information or if you have additional questions, contact your district office:

Kansas City (816-889-2574)
Jefferson City (573-751-2964)
St. Louis (314-340-6835)

