



**CHECKLIST OF REQUIREMENTS FOR EXTENDED HOURS PERMIT FOR ST. LOUIS CITY**

**PROCEDURE FOR BUSINESSES IN ST. LOUIS CITY TO EXTEND HOURS BEYOND REGULAR BUSINESS HOURS (pursuant to section 311.176 RSMo)**

**ALLOW 10 – 21 DAYS FOR PROCESSING**

1. APPLICATION FOR EXTENDED HOURS PERMIT – Complete application online for special permit to remain open each day of the week until 3:00 a.m.
2. LICENSE FEE – Payment options include **credit card or electronic check**, for the correct amount of license fee. A separate transaction fee will apply.
3. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days and addressed “To Supervisor of Liquor Control.” **Required regardless of exemption status.** Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.
4. CERTIFICATE OF GOOD STANDING – From the Secretary of State or applicable state authority, dated within 90 days for the applicant organization. Not applicable to sole proprietors or general partnerships. Entities applying within 90 days of forming the entity may submit the Articles of Organization certificate in lieu of a Certificate of Good Standing. Required for the applicant entity and all legal entities owning or controlling ten percent or more of the stock or interest in the business.
5. VERIFICATION OF GROSS RECEIPTS – Verification of Food and Alcohol Sales/Schedule of Gross Receipts, completed and notarized.

**PREQUALIFICATION:**

6. Premises must be located in an area which has been designated as a convention trade area by the governing body of the city and the business establishment's annual gross sales for the year immediately preceding the application for extended hours equals one hundred fifty thousand dollars or more (see number 5).



Missouri Department of Public Safety  
 Division of Alcohol and Tobacco Control

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Extended Hours Prorated Fee Schedule  <i>(July rate = annual fee)</i>	Extended Hours Fees
July - June 30	\$300.00
Aug - June 30	\$275.00
Sep - June 30	\$250.00
Oct - June 30	\$225.00
Nov - June 30	\$200.00
Dec - June 30	\$175.00
Jan - June 30	\$150.00
Feb - June 30	\$125.00
Mar - June 30	\$100.00
Apr - June 30	\$75.00
May - June 30	\$50.00
Jun 1 - June 30	\$25.00

Licenses are valid from the date the license takes effect through June 30; fees are prorated monthly. Select the current or future month the license should take effect, and the corresponding fee listed is the prorated amount.

**REVIEWED BY:**

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133  (816) 743-8888  <b>Servicing:</b> Andrew, Atchison, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Vernon, Worth	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101  (573) 526-4026  <b>Servicing:</b> Adair, Audrain, Boone, Callaway, Camden, Chariton, Clark, Cole, Cooper, Crawford, Franklin, Gasconade, Howard, Knox, Lewis, Linn, Macon, Maries, Marion, Miller, Moniteau, Monroe, Montgomery, Morgan, Osage, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, Warren, Washington	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125  (314) 416-6280  <b>Servicing:</b> Bollinger, Butler, Cape Girardeau, Dunklin, Jefferson, Lincoln, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Charles, St. Francois, St. Louis City, St. Louis Co., Ste. Genevieve, Stoddard, Wayne	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806  (417) 895-5004  <b>Servicing:</b> Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Iron, Jasper, Laclede, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright