

LIQUOR LICENSE PROCESS

1. If applying for a **PACKAGE LIQUOR LICENSE or a New business**, applicant must contact the Building Commissioner prior to applying in order to verify zoning requirements and to determine if a Special Use Permit is required. According to the State Statute, the city must also determine whether there is a church, school, or playground located within 100 feet of the proposed site of business. Once determined, the applicant must then fill out a liquor license application.
2. If applying for a **BY THE DRINK LIQUOR LICENSE**, the Public Works Department will provide a list of the property addresses within 200 feet of the proposed establishment for which the applicant must obtain signatures. According to State Statute, the city must determine whether there is a church, school, or playground located within 100 feet of the proposed site of business.
3. Once the liquor license application has been submitted and reviewed by the City Clerk's Office, the application will be placed upon the City Council agenda for approval. It is recommended that the applicant contact the Councilperson of the Ward in which the business is located who will introduce their liquor license for approval. The license request will require a majority vote of the City Council for approval.
4. The day following the City Council Meeting, the liquor license must be picked up and paid for at the City Clerk's office at City Hall.
5. The approved liquor license, business license, and commercial occupancy permit must be obtained prior to the opening of the establishment.

License requirements and restrictions:

- The Managing Officer for a liquor license must be a registered voter in Missouri.
- Owner or managing officer, business partner or corporate officer or member cannot be a felon.
- Property tax must be in good standing for the managing officer.
- There are a limited number of package liquor licenses available in the City.

If you have questions or would like to apply for a liquor license, please contact the Deputy City Clerk at 314-839-7631 or email cityclerk@florissantmo.com.