



LIQUOR LICENSE APPLICATION

City of O'Fallon
Office of the City Clerk
100 North Main Street
O'Fallon, MO 63366

INSTRUCTIONS

Please read all instructions carefully.

- Please TYPE or PRINT this 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.
- A copy of the Managing Officers driver's license/State issued ID must be on file with the City of O'Fallon.
- If a new license, applicant may also need a Conditional Use Permit (CUP) which is received through the City's Planning and Development Department. Please call 636-379-5544 to acquire the necessary forms and information concerning the CUP.
- 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 renew their City Business License prior to the issuance of the liquor license.
- There is no guarantee of issuance with payment.
- A MSHP background check must be on file with the City of O'Fallon for all applicant manager/owners.
- All new license applications and renewals are presented to the City Council. Council meetings

are the 2nd and 4th Thursday each month. Applications must be received ten (10) days in advance of a Council meeting.

- **LATE FEES:** All renewal licenses must be filed on or before the first day of May each calendar year. In case of failure to submit the completed renewal application required on or before the first day of May, there shall be added to the amount of the renewal fee a late charge of \$100.00 from the second day of May to the last day of May; a late charge of \$200.00 from the first day of June to the last day of June; and a late charge of \$300.00 if the renewal is submitted after the last day of June.

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 applicant must obtain the City's license before State and County. 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 requests. Please contact the City Clerk's office to see if your event/liquor license request will require any additional City permits.

For questions, please contact Susan Lane at 636-379-5503 or by email at slane@ofallon.mo.us

TYPE OF LICENSE REQUESTED

Please **CHECK** all that apply:

- License Renewal Application New License Application Special Event
(May Require a Conditional Use Permit)

Term of license: _____ through _____ (yearly licenses run from 7/1 – 6/30)

- Full Liquor by the Drink License** **\$450.00**
This license allows retailers to serve intoxicating liquor by the drink for consumption on the licensed premises. This includes the sale of intoxicating liquor in the original package.
- Missouri Produced Wine by the Drink** **\$450.00**
This is a **seven-day** by the drink license. 75% or more of the intoxicating liquor sold shall be Missouri produced wines. Hours of operation are between 6:00 a.m. and midnight Monday through Saturday, and between the hours of 11:00 a.m. and 9:00 p.m. on Sundays
- Sunday Sales Restaurant/Bar License** ***\$300.00**
Retail liquor by the drink for consumption on the premises where sold during Sunday hours
From 9:00 a.m. through midnight.
- Sunday Sales Original Package License** ***\$300.00**
Retail, not for consumption on the premises, sold direct to the consumer, but not for resale.
From 9:00 a.m. through midnight.
- Liquor Wholesaler – Solicitor’s License** **\$300.00**
For a business selling to duly licensed wholesalers and soliciting orders.
- Original Package Retail License** **\$150.00**
Retail, not for consumption on the premises, sold direct to the consumer, but not for resale.
- Microbrewery License** **\$150.00**
For a business whose primary activity is the brewing & selling of beer, with an annual production of ten thousand (10,000) barrels or less.
- 5% Beer and Light Wine License** **\$75.00**
Sold by the drink, 14% by weight, for consumption on the premises where sold. Does not include Sunday sales.
- 5% Beer and Light Wine Original Package License** **\$75.00**
Sold direct to the consumer, 14% by weight, in the original package, not for consumption on the premises where sold, not for resale. Does not include Sunday sales.
- 5% Beer by the Drink** **\$75.00**
This is a **seven-day** by the drink license. Not to exceed 5% by weight for consumption on the premises.

TYPE OF LICENSE REQUESTED Continued

- 5% Beer Only Original Package** **\$75.00**
This is a **seven-day** license. Not for consumption on the premises and not for resale.
- COL (Consumption Liquor License)** **\$90.00**
Permits a person operating a business where food, beverages, entertainment and/or use of the facility are provided for compensation to allow others who use such premises to consume intoxicating liquor.
- Tasting License** ***\$37.50**
Permits a person licensed to sell intoxicating liquor in the original package retail to conduct wine and distilled spirit tasting on the licensed premises.
- Picnic/Special Event Beer/Liquor by the Drink** **\$37.50**
Issued to any church, school, civic, service, fraternal, veteran, political, or charitable club or organization for the sale of all kinds of intoxicating liquor, including intoxicating liquor in the original package, at retail by the drink for consumption on the premises of the licensee at a picnic, bazaar, fair, or similar gathering. License will be issued for the day or days named and shall not authorize the sale of intoxicating liquor for more than seven days by any such club or organization. If the event is held on a Sunday, the permit shall authorize the sale of intoxicating liquor on that day beginning at 11:00 a.m.
- Date(s) of Event:** _____
- Caterers License (per day)** ***\$10.00**
Retail all intoxicating liquor and original package for consumption on the premises where the function, occasion or event occurs. This permit shall be effective for a period not to exceed one hundred sixty-eight consecutive hours and shall authorize the service of alcoholic beverages at such function, occasion or event during the hours at which alcoholic beverages may lawfully be sold or served. For every permit issued, payment is due for each calendar day, or fraction thereof, during the time frame for which the permit is issued.
- Date(s) of Catering Event:** _____

*** Secondary License – Requires a Primary License to Qualify**

CITY USE ONLY – DO NOT WRITE IN THIS SPACE

FINANCE

Type of License Requested: _____

Term of License: _____ Thru _____

Total Amount Paid (Prorated to Nearest Month): \$ _____

PLANNING

(FOR NEW ESTABLISHMENTS ONLY)

CUP Required? Yes No

Date of P & Z Approval: _____

CITY CLERK

This is to certify that the attached application was filed with me on _____,
accompanied by the required license fee.

Date of Council Approval: _____

City Clerk

Date Signed