

INSTRUCTIONS FOR APPLYING FOR A COUNTY LIQUOR LICENSE

If you are a business that has more than one license, you are required to fill out an application for each type of license. The County will issue and charge what the State of Missouri does for licenses plus an additional \$3.00 clerical fee. The only exception is the County combines a “Monday through Saturday” and a “Sunday” license together, where the State has a “Sunday” license separate. Please refer to the “Fee Schedule”.

When filling out an application for county liquor license, please make every effort to fill it out completely. Including a phone number and/or email address where we can contact you during regular business hours. (8:00am to 4:30pm, Monday through Friday)

Then mail it to: Timothy Baker, Franklin County Clerk, 400 E. Locust, Room 201, Union, MO 63084.

The application must be signed by the managing officer which is the same name as the “State Applicant”. Which is the person whose name is on the state license.

The total amount due must be included with the application. Checks are to be made payable to Timothy Baker, Franklin County Clerk.

If you have already applied with the State of Missouri and have received your state certificate, please send us a copy so we can process your application more quickly. However, you can still complete the County license and we will hold it until we hear from the State.

If this is a renewal, your County Liquor Licenses must be received in the County Clerk’s Office on or before June 30th every year. If the application is received after June 30th, there will be a \$25 late fee each month the application is late.

Picnic and Catering Liquor License: It is required to possess a County Liquor License for any Picnic, Festival or One Day Event.

Applications are approved at Commission meetings held on Tuesday. Applications must be presented no later than 4:30pm the Thursday prior.

If you have any questions please call Christa Buchanan in the County Clerk’s Office at 636-583-6349 or by email: cbuchanan@franklinmo.gov