

To: All liquor license holders in the City of Warrensburg, MO

From: Fire and Building department, City of Warrensburg, MO

Ref: Liquor license inspection changes

Effective: 10/22/2018

As many of you already have been told verbally, we are changing the period in which we perform the license inspections from the June/July timeframe to January/February. This is being done for several reasons to benefit both involved parties.

For the city it puts the inspection times within the slowest part of the year, instead of the busiest, and makes them more available for inspections/ re-inspections. For the license holders it gives ample time in the event of an issue being found to get it remedied before it interferes with their ability to generate revenue with sales, puts it in the slow season for most businesses, and takes competition with construction projects for available times down to a minimum.

This does not change the actual renewal date of your license, which will still be the beginning of July. It also doesn't impact your scheduled services of hoods, extinguishers, or sprinkler systems as they will be within a service cycle. The only impact this will have on businesses is that you will need to schedule during mid January, and if you have a home or corporate office elsewhere it will be your responsibility to notify them accordingly. This is a permanent move, so make sure you are prepared.

One other change is there is now the possibility of incurring a fee for any inspections. Because of this we are providing a cheat sheet to remind you of the things to look for in order to be as prepared as possible. This will not be an all-encompassing sheet as some facilities have unique challenges, but they should know who they are and what those challenges are, but it will certainly get you on the right track.

All inspections are done on a first come, first serve basis and a set amount of time is put aside for them daily. There is no guarantee that your first choice of time or date will be available, especially if you wait till the last minute to schedule. All inspections to be scheduled require at least 48 hours' notice prior to your desired time and any cancellation must be done at least 48 hours prior to the inspection not to be considered a failure.

If you have any questions about the inspection requirements or process feel free to reach out to the office of the Fire Inspector at 660-262-4654 (Josh Boone) or the Building department at 660-747-9135. If you have any questions about liquor licenses or the new process of incurring a fee please contact the City Collector at 660-262-4602.

Liquor License Items Checklist 2018/2019

Plumbing-

- _____ Ensure the backflow on your business is tested/inspected and tagged for the year.
- _____ Ensure water heater relief pipe terminates to approved drain
- _____ Maintain 36" clearance around gas water heater (if present)
- _____ Ensure grease interceptor (if present) has been cleaned and serviced accordingly

Electrical-

- _____ No extension cords in use (This includes any Christmas lighting not UL listed as Commercial grade)
- _____ Label breakers in electric panel
- _____ Maintain 36" clearance in front electric panel and a 36" path to electric panel
- _____ Ensure that all electrical outlets, junction boxes, light switches have appropriate covers on them
- _____ Ensure that there are no missing blanks in the electric panel
- _____ Ensure all outlet within 6' of water and outdoors are GFCI protected
- _____ Maintain 36" clearance around gas furnace (if present)
- _____ Ensure emergency lighting and exit signage operational. (Including battery backup)

Extinguisher(s)-

- _____ Ensure that you have the required amount and appropriate type of fire extinguishers of a minimum 2a:10bc size (6 liter class K), and they have been serviced or purchased in the last year.
- _____ Ensure your fire extinguisher(s) is mounted either in an approved cabinet or on the supplied hooks, in an obvious place, and access to it is not obstructed.

Building-

- _____ Ensure your building has the address posted and clearly visible from the road, minimum of 4"
- _____ Ensure ALL exit doors and pathways are clear of all debris and easily accessible, inside and outside.
- _____ Push all doors that are marked exits to ensure they operate easily and smoothly.
- _____ Ensure all hardware on exit doors works easily and smoothly
- _____ Ensure all ceiling tiles for the drop ceiling (if present) are in place.

Liquor License Items Checklist 2018/2019

_____ Ensure that all pressurized gas cylinders are secured (Propane tanks, CO2 tanks, etc...) by either a chain to the wall or bolted to floor.

_____ Ensure that if you have a fire hydrant on your property it is accessible, landscaped around, and has been checked/serviced within the past year.

_____ Storage on perimeter walls can be up to the ceiling level. All storage NOT on perimeter walls must be 18" below ceiling for buildings with sprinklers and 24" for non-sprinklered building.

Specialized suppression systems-

_____ Ensure that the sprinkler system (if present) has been serviced and tagged within the last year.

_____ Ensure that the sprinkler connection on the outside of the building (the FDC) is not obstructed and landscaped so that it is accessible.

_____ Ensure that the hood system in the kitchen (if present) has been cleaned within your required quarterly/bi-annually needed schedule and has the appropriate tagging or paperwork to verify it at the time of inspection.

_____ Ensure that the hood system in the kitchen (if present) has been serviced in the past year by a company qualified to do the work and has been tagged as such or appropriate paperwork is present at the time of the inspection.

_____ Alarm systems have been inspected and tested in the past year if present and required.

_____ KNOX box keys are current to the locks in the building

As you go through this list, remember that all parts may not apply to you. If something does not apply just move on and complete the things that do and your inspection should go quickly and successful. If you have anything special outside these items, do not neglect them. This is a general list that covers the majority of businesses but an all-inclusive list would can only be the entire fire code as written. If you have any questions feel free to reach out to the WFD at 660-262-4654 or the building department at 660-747-9135.

RESOLUTION NO. 2171

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI,
ESTABLISHING FEES FOR LIQUOR LICENSE INSPECTIONS**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI, AS
FOLLOWS:**

Section 1. Fees for inspections in connection with liquor licenses as described in Section 3-36(e) of the Code of Ordinances are set as follows:

For new licenses, first inspection and one re-inspection	No additional fee
For renewal licenses, first inspection and one re-inspection, if concluded before March 1	No additional fee
For re-inspections beyond the first, and for renewal inspections or re-inspections not passed before March 1	\$225.00 per inspection

Section 2. That this resolution shall take effect and be in full force on November 1, 2018.

Passed in open session this 22nd day of October, 2018.



Cindy Gabel
Cindy Gabel, City Clerk

Danielle Johnston
Danielle Johnston, Mayor

BILL NO. 10-8-18

ORDINANCE NO. 5482

AN ORDINANCE AMENDING SECTION 3-36, APPLICATION; INVESTIGATION, OF THE CODE OF ORDINANCES OF THE CITY OF WARRENSBURG, MISSOURI

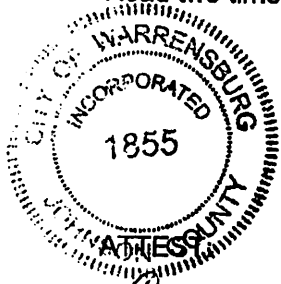
BE IT ORDAINED AS FOLLOWS BY THE COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI, AS FOLLOWS:

Section 1. That the Section 22-64 of the Code of Ordinances is hereby amended with the addition of subsection e) to read as follows:

Inspections for renewal applications of existing licensed locations shall be required to submit a request for inspection by the month of January of the current renewal year and be approved by June 30 for renewal approval. The license fee shall include the first inspection, and one follow up inspection if necessary, if completed prior to the last day of February for the upcoming license year for renewals, and the first inspection and one follow up inspection if necessary for new license applications. Additional inspections required for license issuance beyond the initial inspection and one follow up inspection will incur an additional inspection fee to be set from time to time by resolution of the City

Section 2. That this ordinance shall be in full force and effect from and after its passage by the City Council

Read two times and passed in open session this 22nd day of October 2018



Danielle Johnston
Danielle Johnston, Mayor

Cindy Gabel
Cindy Gabel, City Clerk