

Drinking Establishment(DE)/Drinking Establishment Restaurant(DER) Checklist

You must Complete the following before your application is approved

✓ **Business Plan (submit with application)**

- Hours of Operation
- Forms of Entertainment
- Owners and on site-manager(s)
- Copy of insurance coverage
- Copy of lease or purchase agreement
- Floor plan
- Site plan including parking
- Food menu
- Statement of projected monthly income
- Copies of vendor letters of intent

✓ **Crime Prevention Thru Environmental Design (CPTED) Inspection**

Contact a Community Police Officer at your local Police Substation to schedule inspection

- Patrol North 350-3400
- Patrol East 350-3420
- Patrol South 350-3440
- Patrol West 350-3460

✓ **Safe Bar Class (schedule within 45 days)**

- Mandatory for licensees and all on-site managers
- Any newly hired manager shall be required to show proof of attendance of safe bar class within 45 days of date of employment
- This class is offered every month. **To sign up contact Detective Seiler at 268-4280 or dseiler@wichita.com**

✓ A List of all on-sight managers shall be posted and hung with the licenses

✓ Notifications of all newly hired or terminated on-site managers will be made within 10 days following the date of employment or termination to Detective Seiler.

New Drinking Establishment Restaurant (DER) Requirements:

- After 2 months of a new business being open the licensee is required to submit information for an initial audit to Detective Seiler Special Investigations Bureau of the Wichita Police Department City Hall, 455 N. Main.

- The Licensee is required to submit business records that demonstrate the total gross revenue during the first 2 months of operation for:

- ✓ Food Sales
- ✓ Alcohol Sales
- ✓ List of vendors that include written authorization from the licensee for an agent of the city to contact vendors directly and obtain information regarding such records
- ✓ List of monthly payments to food vendors and monthly payments to alcohol vendors