



Carl Larkerbrink, City Collector
 102 South Holden – Warrensburg, MO 64093
 Phone: 660-747-9131 – Fax: 660-747-8927

Business License Application (prorated March-May)



Effective January 1, 2009 Missouri Law requires all applicants conducting business where goods are sold at retail provide a statement from the Department of Revenue stating no tax is due.

Date of Application:

Sales Tax#:

Name of Business:

Type of Business:

Phone#:

Will business location be in a residence within the city limits of Warrensburg? Yes: ____ No: ____
 If yes a Registration for Home Occupation must be submitted with application

If business is retail will cigarettes be sold? Yes: ____ No: ____
 If yes a Cigarette Permit application must be submitted

Address – Location of Business:

City – State – Zip Code:

Mailing Address (if different from above):

City – State – Zip Code:

Owner – Manager’s Name:

Home Address:

Phone#:

City – State – Zip Code:

Partial applicable flat fees for non-gross volume licenses listed on page 2

Estimated Gross Volume (not net profit)	Under	\$ 50,000	fee	\$ 5.13
	\$ 50,000	to \$ 99,999	fee	\$ 10.13
	\$100,000	to \$149,999	fee	\$ 15.13
	\$150,000	to \$199,999	fee	\$ 20.13
	In Excess	of \$200,000	fee	\$ 25.13
Check Applicable Line				

Accounts of Business Subject to Inspection for Gross Volume Verification

Are you required to obtain Workers’ Compensation Insurance? Yes ____ No ____
 If so you must provide proof of insurance.

The undersigned certifies the above information to be true and correct according to the undersigned’s best knowledge and belief. I further certify that I am not in arrears in the payment of any tax, fee or other charge due to the city.

 Applicant’s Signature & Date

CITY INFORMATION

License#:		Amount Paid:	\$
Date Sent:		Date Paid:	

Partial Fixed Fee List (prorated March-May)

Bank	\$ 25.13	
Barber/Beauty 2 Chairs/Nails	\$ 2.57	(+ \$1.25 for each chair/nails over 2)
Insurance Agency	\$ 8.88	
Real Estate Agency	\$ 8.88	
Optician	\$ 2.57	
Electrician	\$ 2.57	(testing results required)
Plumber	\$ 2.57	(testing results required)
Tree Service	\$ 8.75	(\$ 25,000 liability insurance required)
Pest Control	\$ 8.75	(\$ 25,000 liability insurance required)
Carnival/6 days or less	\$100.00	(\$500,000 liability insurance required)
Circus/Per Day	\$ 50.50	(\$500,000 liability insurance required)

Building Inspection Requirement

(for new business locations inside City Limits)

Please do no open without Approval

The City of Warrensburg is pleased to receive your application to open a new business. In order to obtain approval for a business license; however, the building you are planning to occupy must pass inspection by our fire, and building code enforcement departments. Before you can open for business, you must have approval from these departments.

You must also make sure that any existing issues with the Planning/Zoning and/or Public Works Department are satisfied.

I, _____ owner/manager of
 _____ have read the
 above information. I understand and agree that I will not open for business until the appropriate inspections, as indicated above are completed and approved.

Date of Application:

Date requesting to be open:

Applicant's Signature:

Applicable Ordinances

City Code Section 22-1.5 Violation Declared

It shall be unlawful to engage in any occupation, trade, enterprise or business for which a license is required under the chapter without first paying the appropriate license fee and obtaining the applicable business license as required by this chapter.

City Code Section 22-56 Definition

As used in this division, the term "business" shall mean the engaging in the sale or the selling of any goods, wares, merchandise or the performing of any service anywhere, or at any store, stand, or place occupied and maintained for that purpose within the city limits.

City Code Section 22-59 Estimate of Anticipated Business Volume

Every person at the time of making application for a license to do business under this chapter, shall make and file a written declaration and estimate, under oath and on a form to be provided by the city collector, setting forth the anticipated total gross volume bracket of business, for the purpose of determining the extent of liability of such business for the business license tax and shall, at such time, pay to the city collector the applicable amount of the business license tax due.

City Code Section 22-60 Applicant's Tax Returns May be Required

The applicant for a business license required by this chapter shall submit copies of all business tax returns file by him to the federal and state agencies within two (2) years preceding such application upon request therefore by the city collector for the purpose of verifying the applicant's estimated business volume. If such tax returns are requested and filed with the city collector, the same shall be held in confidence and used only for the purpose stated in this section.

City Code Section 22-62 Accounts of Business Open to Inspection

Every business operating under the terms and provisions of this chapter, shall keep proper books of account of all sales made by such business. Such books and records shall, at any time during regular business hours, be open to the inspection and audit of the city collector if, and in the event, the city collector believes, or has reason to believe that such business has made any false return or report respecting the amount of his or its declaration filed with the city collector by any such business.

City Code Section 22-65 (b-c) License Year; Penalty

(b)-Any business required to have a license pursuant to the provisions of this chapter which has not purchased a license within thirty (30) days of the commencement of business shall be required to pay double the applicable license fee as required by this chapter. (c)-After ninety (90) days the applicant shall be required to pay quadruple the applicable license fee.

City Code Section 22-67 License Required for Each Place of Business

No license granted by virtue of this division [chapter] shall authorize any person to deal in selling of goods, wares and merchandise at more than one (1) place in the city at the same time, and each such place of business shall be licensed separately.

Workers' Compensation Insurance Guidelines

Please read the following carefully to determine if you must comply with the Missouri Workers' Compensation law.

Who must obtain Workers' Compensation Insurance

According to Section 287.030.1(3) of the Revised Statutes of Missouri (RSMO), an employer is:

1. Any employer with five or more employees; or
2. Any construction industry employers, who erect, demolish, alter or repair improvements with one or more employees.

Proof of Workers' Compensation Insurance

1. Pursuant to Section 287.061.1 (RMSO), any employer who falls into either of the above categories must provide a Certificate of Insurance (to the city or community in which he/she wishes to obtain an occupational or business license).