License #: _____

107 W. Main St. • Smithville, MO 64089 • 816-532-3897 • development@smithvillemo.org

Occupation License Application

☐ New Business ☐ Renewal ☐ Re-location Date of Application: _____

Business Information:

MO Retail Sales Tax ID #: _____ ☐ My business does not collect sales tax

Legal Business Name: _____

Doing Business as Name (DBA): _____

Business Phone: _____ Business Email: _____

Physical Business Address:

Street: _____ City/State: _____ Zip Code: _____

Business Mailing address: ☐ Same as Physical Address

Street: _____ City/State: _____ Zip Code: _____

Nature of Business: (e.g. drug store, restaurant, grocery, etc.)

_____

Business Type: (check one) ☐ Wholesale ☐ Retail ☐ Service ☐ Other _____

Applicant/Owner's Information:

Name: _____ Phone: _____ Email: _____

Street: _____ City/State: _____ Zip Code: _____

Primary Contact: (All communication regarding this application will go through this person)

Name: _____ Title: _____

Phone: _____ Email: _____

Required Documentation: (attach where applicable)

☐ Completed W-9 form or a copy of driver's license.

☐ Retail Sales License from the Missouri Department of Revenue, or an affidavit from the applicant that no retail sales license is required for the type of business performed under this license.

☐ If business sells goods at retail, an unexpired statement from the MO Dept of Revenue stating no tax is due under RSMo 143.191-143.265 or 144.101-144.510.

☐ If the business is food related, a pre-opening Food Service Establishment inspection report from the Clay County Health Department.

☐ Zoning Occupancy statement from the Planning and Zoning Director that the intended location of the business is in conformance with the zoning requirements of the City of Smithville or an affidavit from the applicant stating that the business does not occupy a physical location within the city.

☐ Occupancy Inspection Certificate by the Smithville Area Fire Protection District or other fire department having jurisdiction.

☐ Businesses licensed by the State of Missouri or with employees required to hold a license by the State of Missouri shall submit with their occupation license application a current copy of their state license(s) and to maintain copies of all employee licenses available on-site for inspection by any city official.

☐ Evidence of Insurance for businesses in the construction industry, solid waste or towing services.

- A certificate of insurance showing general liability coverage in an amount not less than $1,000,000 and naming the City of Smithville, Mo as a certificate holder.

- A certificate of insurance showing workers' compensation coverage, if required by the Revised Statutes of Missouri, as amended, and naming the City of Smithville, Mo as a certificate holder.

☐ Mechanical, Electrical and Plumbing contractors must provide a copy of their qualified individual's trade license or Class D Master license. Typical qualifications may include, but are not limited to, a Johnson County, Kansas license, a state contractor license, a master trade license, or a copy of the individual's test score (e.g. Prometric, Block, ICC).

License Fees

New Business License Fee: (by application date) Licenses expire on December 31st.

January 1 – April 30: $75.00

May 1 – August 31: $50.00

September 1 – December 31: $25.00

License Renewal Fee:

$75.00

Penalty Fee:

See Comprehensive Schedule of Fees available on our website

Application is not complete without all required documentation attached. The applicant does hereby certify that all information is complete and accurate.

Signature: _____ Title: _____

OFFICE USE ONLY

Date Received: _____

Zoning Verified ☐ SAFPD Verified ☐ No Tax Due Verified ☐ Insurance Verified ☐

Retail Sales Verified ☐ Clay County Health Dept Verified ☐

Professional Registration Verified ☐