

City of Independence, Missouri  
Finance Department - Licensing Division  
Business License Application Information

Any individual or company operating a business or providing a service in the City of Independence is required to have a City Business License.

The initial business license fee is based on the amount of projected gross receipts for a full twelve-month period. Gross receipts are defined as twelve times the gross monthly average of receipts, revenues, business or fees earned by a business or person, consistent with the reporting and accounting basis adopted for Federal taxation purposes. If the projected gross receipts are \$25,000 or less per year, the license fee is \$25.00. If your projected gross receipts are more than \$25,000, the fee is \$25.00 plus \$0.29 for each \$1,000 or part thereof more than \$25,000. Businesses based in Independence shall report on their total gross receipts, whether those receipts are generated inside or outside of Independence. Businesses without an office or location in Independence should project gross receipts in Independence only and pay the business license fee based on that amount.

There are some businesses whose fees are based on a different fee schedule. For instance, fees for private detective or private watchguard agencies are based on the number of employees. Business license fees for pawnshops are a flat fee of \$500.00 plus an investigation fee of \$500.00. Insurance companies have a limit as to the maximum fee they are required to pay, based on the type of insurance sold by the company. Insurance agents and real estate agents will pay fees based on the amount of their commissions only. (See application form for list of businesses that pay the flat license fee.) Residential builders shall pay fees based on the sale price of the homes they build.

As a convenience, you may make application on the internet with payment by a credit card. To use this service, go to the web site at [www.indepmo.org/businesslicense](http://www.indepmo.org/businesslicense). You may also make application on computer terminals located on the second floor of City Hall located at 111 E. Maple Ave. These terminals are available between 8:00 a.m. and 4:30 p.m. only. To access the City's Business License Code (Chapter 5) on the internet at [www.ci.independence.mo.us](http://www.ci.independence.mo.us), click on the E-Government Services icon and then click on the City Code link.

If your proposed business is to be located inside the City limits of Independence, we recommend that you begin by contacting the Zoning Division to assure that the location you have selected is zoned for your intended business use. You may contact the Zoning Division at 816-325-7422 for zoning verification. If you have additional questions regarding specific zoning regulations or rezoning requests, you may call 816-325-7421 or 816-325-7823.

It is also suggested that you contact the Building Inspection Division to determine whether the building in which you intend to locate your business is approved for your proposed use. In addition, if you will be locating your business in an existing building and are proposing to make structural changes to the building or erecting or replacing a sign, the Building Inspection Division should be contacted regarding required permits. Their telephone number is 816-325-7401.

Businesses that have retail sales are required to have a Missouri Retail Sales Tax License issued by the State of Missouri Department of Revenue. The Missouri Department of Revenue has an office in the Missouri Office Building at 615 East 13<sup>th</sup> Street, Kansas City, Missouri. Their telephone number is 816-889-2944. If your business is required to have a Retail Sales Tax License, you must have this number issued to you by the State of Missouri before making application for your Independence business license.

Business licenses will expire twelve months from the time of application. Renewal applications are mailed prior to the month of expiration and must be renewed by the last day of the expiration month. Renewals can be paid by mail, in person, or on the Internet. The City's web site address is [www.indepmo.org/businesslicense](http://www.indepmo.org/businesslicense). To log in, enter the account number from your renewal form that is highlighted in yellow. Upon entering the requested information and a credit card number, the system will provide a payment confirmation screen which you will need to print out. Late renewal penalties are ten percent (10%) of the license fee for the first month past due, plus two percent (2%) for each additional month past due.

Upon receiving the first year renewal application, a comparison is made of the estimated gross receipts you provided at the time of application and actual gross receipts upon renewal. If it is found that the gross receipts were underestimated on the initial application, you will be billed for the difference in the fee between the estimated gross receipts and the actual gross receipts figure. If you find that you have overestimated the first year gross receipts, you may submit a written request for a refund of the fee between the overestimated figure and the actual figure.

If you have additional questions or need assistance completing the application form or calculating the fee, please call the License Division at 816-325-7079. Office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday.

**BUSINESS LICENSE APPLICATION**

*City of Independence, Missouri*

Finance Department - Licensing Division

P O Box 1019, Independence, MO 64051 (Mailing Address)

111 East Maple, Independence, MO 64050 (Street Address)

Web Site Address: [www.indepmo.org/businesslicense](http://www.indepmo.org/businesslicense)

Telephone: 816-325-7079 Fax: 816-325-7075

Name of Business Owner/Corporation \_\_\_\_\_  
Street Address \_\_\_\_\_ Suite Number \_\_\_\_\_  
City & State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone No. ( ) \_\_\_\_\_  
Fax No. ( ) \_\_\_\_\_ Internet Address \_\_\_\_\_

Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_ Suite Number \_\_\_\_\_  
City & State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone No. ( ) \_\_\_\_\_  
Fax No. ( ) \_\_\_\_\_ Internet Address \_\_\_\_\_

Should renewals be mailed to? (Check One) Owner Address \_\_\_\_\_ Business Address \_\_\_\_\_  
Business Ownership (Check One): (1) Individual \_\_\_\_\_ (2) Partnership \_\_\_\_\_ (3) Corporation \_\_\_\_\_ (4) LP \_\_\_\_\_ (5) LLC \_\_\_\_\_  
Describe type of business: \_\_\_\_\_  
Number of Employees \_\_\_\_\_ MO Sales Tax No. \_\_\_\_\_ Taxpayer I.D. or SSN \_\_\_\_\_  
Date business began operating in Independence, or is expected to begin: \_\_\_\_\_  
Projected Gross Receipts for Next Twelve Months \$ \_\_\_\_\_\*

**\*Businesses without an office in Independence should project gross receipts for Independence only. Residential builders shall project gross receipts based on sale price of homes. Fees for insurance sales agents shall be based on projected annual commissions**

**FEE CALCULATION**

The minimum business license fee is \$25.00. The maximum license fee is \$30,000.00. The license fee is calculated as follows: \$25.00 for projected gross receipts of \$1.00 to \$25,000, plus \$0.29 per each \$1,000 in projected annual gross receipts exceeding \$25,000.

**The following businesses pay a flat annual business license fee as follows:**

|   |            |
|---|------------|
| Private detective/private watchguard agencies (five or less employees): | \$100.00   |
| Private detective/private watchguard agencies (six or more employees):  | \$200.00   |
| Insurance companies - based on annual commissions                       |            |
| All types of insurance (not title) including fire - maximum fees:       | \$200.00   |
| All types of insurance (not title) except fire - maximum fee:           | \$100.00   |
| Pawnshops - \$500 license fee plus an investigation fee of \$500:       | \$1,000.00 |
| Pawnshops - additional location:  | \$250.00   |

|  |          |
|--|----------|
| Business License Fee (Calculated as set out above-based on gross receipts) | \$ _____ |
| Taxicabs _____ @ \$25.00 per vehicle                                       | \$ _____ |
| Amusement Device _____ @ \$15.00 per machine                               | \$ _____ |
| Billiard Table _____ @ \$20.00 per table                                   | \$ _____ |
| Coin Operated Pool Table _____ @ \$10.00 per table                         | \$ _____ |
| Game Board _____ @ \$50.00 per board                                       | \$ _____ |
| Cigarette Machine _____ @ \$15.00 per machine                              | \$ _____ |
| Juke Box _____ @ \$50.00 per machine                                       | \$ _____ |
| Dance \$60.00 per year or \$10.00 per month                                | \$ _____ |

**TOTAL FEES DUE WITH APPLICATION** \$ \_\_\_\_\_

In establishing your new business (location) you may be required to obtain other licenses or permits from the City. This section is designed to help determine if this is necessary.

1. Are you opening your business in a building or unit which has previously been the site of a business?
2. Will you be doing any remodeling or replacing a sign?
3. Will you be changing the use of this building or unit from, for example, a small business to a mercantile (retail) operation, or from a mercantile to an institutional or educational use?
4. Are you opening your business in a building or unit which is new and not previously used as the location of a business?
5. Will you be doing any tenant finish work other than moving furniture or office equipment into the building or unit?

If you have answered Yes or Don't Know to any of the above questions, please contact Building Inspection at the following: Community Development, Building Inspection Division, 111 East Maple, Independence, MO 64050, telephone 816-325-7401.

**INDIVIDUAL OWNER INFORMATION**

|                      |                           |                         |
|----------------------|---------------------------|-------------------------|
| <u>Owner Name</u>    | <u>Home Address</u>       | <u>City, State, Zip</u> |
| _____                | _____                     | _____                   |
| Date of Birth: _____ | Social Security No. _____ | Phone: _____            |

**PARTNERSHIP INFORMATION**

|                          |                           |                         |
|--------------------------|---------------------------|-------------------------|
| <u>Names of Partners</u> | <u>Home Address</u>       | <u>City, State, Zip</u> |
| _____                    | _____                     | _____                   |
| Date of Birth: _____     | Social Security No. _____ | Phone: _____            |
| _____                    | _____                     | _____                   |
| Date of Birth: _____     | Social Security No. _____ | Phone: _____            |
| _____                    | _____                     | _____                   |
| Date of Birth: _____     | Social Security No. _____ | Phone: _____            |

**CORPORATE/LLC INFORMATION**

**INDIVIDUAL INFORMATION FOR PRESIDENT/MEMBER OR MANAGER**

|                      |                           |                         |
|----------------------|---------------------------|-------------------------|
| <u>Name</u>          | <u>Home Address</u>       | <u>City, State, Zip</u> |
| _____                | _____                     | _____                   |
| Date of Birth: _____ | Social Security No. _____ | Phone: _____            |

Name, address, and telephone number of corporation or LLC office \_\_\_\_\_

Date of Incorporation or Organization \_\_\_\_\_ State of Incorporation or Organization \_\_\_\_\_

This corporation must be registered and in good standing with the Missouri Secretary of State's office in order to process. If the corporation is not in good standing please contact their office at (816) 889-2925 before sending in this application.

**AFFIDAVIT**

The information given on this application is true and complete, to the best of my knowledge and belief. I understand that an Occupation License can only be granted subject to the restrictions upon its use. I hereby agree that I will observe those restrictions as specifically enumerated in Chapter 5 of the City Code of the City of Independence, Missouri. I further agree to submit, prior to any change in location of my business, an application for a license transfer to the City License Officer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date