

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

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.

Before applying for a Temporary Merchant License, you need to first obtain your location. You are required to have a written lease for 7 months or less for this license type. If your lease is for over 7 months you must apply for a General Business license. Since you will be conducting a commercial activity, the property must be zoned either C-1 or C-2. Please contact the Community Development Department at 816-325-7421 or 816-325-7823 to verify the zoning.

All business must be conducted wholly within a building. No business shall be conducted outside a building, except for the operation of an amusement activity.

The owner or agent of a Shopping Center may obtain an annual Temporary Merchants License for the activities of merchants at the Shopping Center. Individual activities conducted at the Shopping Center shall not be longer than fifteen (15) consecutive days in duration, and the total of all individual activities shall not exceed fifteen (15) consecutive days in any one calendar month. The owner or agent of the Shopping Center shall maintain records of such activities to show compliance with these requirements.

Upon receipt of your application, the City will begin a review process including the inspection of the business location and a background of the applicant. A request for inspection or review will be sent to each affected City department. Your business will be inspected by the Fire Department for compliance with City Code.

If your business involves the sale or preparation of food, the Health Department will also make an inspection of the premises. The business must be operated in accordance with the rules and guidelines established by the Health Department. A food handler's permit is required if a person is serving or preparing food. Contact the Health Department at 325-7194 regarding questions dealing with food preparation or sanitation requirements.

The inspection and review process is provided to assure City Code compliance and public safety. Should a Code correction be required, you will be notified by the appropriate City department. All corrections must be made before your license will be valid. It is important that you be aware of all inspecting department approvals or corrective notices before you begin to make any required corrections. Knowing what has been approved and what needs to be corrected before you begin can save time and help you obtain your itinerant merchant's license more quickly.

If you have any questions concerning correctives for City Code compliance, please contact the following departments as applicable:

FIRE PREVENTION:	325-7122
LICENSE DIVISION:	325-7079
ZONING DIVISION:	325-7425
HEALTH DEPARTMENT:	325-7194

Before any license as provided by this Article shall be issued to an applicant for an amusement activity, such applicant shall procure public liability insurance with the following coverage:

1. For bodily injury to or death of any one person in the amount of not less than One Hundred Thousand Dollars.
2. For any one accident in the amount of Three Hundred Thousand Dollars.
3. For damage to the property of another person in the amount of not less than Fifty Thousand Dollars for any one accident.

The applicant shall file with the License Officer a certificate of insurance issued by the insurance carrier concerned as evidence that the public liability insurance requirements have been complied with. Every insurance policy required under this Article shall extend through the period covered by the license applied for. The cancellation or termination of such policy shall automatically terminate and revoke the license issued under the provisions of this Article unless another policy complying with the provisions of this Article shall be provided and is in effect at the time of such cancellation or termination period. (Ord. 14584, Amended, 09/01/2000)

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.

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.

LICENSE DIVISION - CITY OF INDEPENDENCE, MISSOURI

111 East Maple, Independence, Missouri 64050  
(816) 325-7079

**FEE**

\$50 for 30 days or less  
\$150 for 31-120 days  
\$200.00 for up to 210 days

**TEMPORARY MERCHANT LICENSE APPLICATION**

**THIS FORM MUST BE COMPLETED IN FULL**

**PLEASE PRINT OR TYPE**

Date \_\_\_\_\_

1. Business/Organization Name \_\_\_\_\_

2. Address \_\_\_\_\_

3. City, State & Zip Code \_\_\_\_\_ Telephone # \_\_\_\_\_

4. Independence Center Leased Address/Kiosk and Phone Number for location to be licensed - DO NOT USE the address of "2035" this is the address for the office located at the Independence Center. Call (816) 795-8602 for your actual address: \_\_\_\_\_ Telephone # \_\_\_\_\_

5. Type of Ownership: Individual ( ) Partnership ( ) Corporation/LLC ( ) Not For Profit Organization ( )

6. Names and Addresses of Directors/Officers/Members of Corporation or LLC

<u>Name</u>	<u>Home Address</u>	<u>City, State &amp; Zip</u>	<u>Phone No.</u>

If ownership is a corporation it 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.

7. Describe nature of business and goods to be sold \_\_\_\_\_

8. Dates you expect to operate in Independence: From \_\_\_\_\_ To \_\_\_\_\_

9. Missouri Retail Sales Tax Number \_\_\_\_\_

10. Name of Manager **or** Individual Owner \_\_\_\_\_ Title \_\_\_\_\_

11. Address of Manager/Individual Owner (including City, State, and Zip Code) \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_

**THE FOLLOWING SECTION MUST COMPLETED FOR THE ABOVE INDIVIDUAL**

12. Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place (State) of Birth \_\_\_\_\_

13. Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

14. Drivers License No. \_\_\_\_\_ State \_\_\_\_\_

15. Have you ever been arrested and convicted of any City, State, or Federal law (excluding traffic)? \_\_\_\_\_

If so, give details \_\_\_\_\_

**NOTE: All the above answers are complete and truthful to the best of my knowledge and I understand that any false or incomplete information will be grounds for denial of the permit. There is no refund of the fee that accompanies this application, if for any reason, it is denied.**

\_\_\_\_\_  
Signature of Manager/Applicant