

City of Independence, Missouri

**Private Detective/Watchguard
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.

License fees for private detective or private watchguard agencies are based on the number of employees. If the business location is based outside the City Limits of Independence you will only pay on the number of employees that are working within the City of Independence. However, you will still need to report the projected twelve month gross revenues on the application.

If the business has five or less employees the license fee will be \$100.00; if there are six or more employees the license fee will be \$200.00. As a convenience, you may make application for your business license on the internet with payment by a credit card. To use this service, go to the web site at 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.

Each detective/watchguard will need to apply for an individual permit through the City of Independence Police Department. Please contact the Police Department Records Division at (816) 325-7303 for required documents and times available to apply for the individual permits. The business license must be approved and issued prior to any application for an individual permit.

When operating a business from your residence there are certain guidelines that must be followed. A license issued to a residentially zoned address does not allow clientele or employees to come to the home. This license will only allow contact with customers by telephone, computer or mail at your residence. It does not allow you to conduct any other type of business activity, storage of any materials or inventory, signs or any commercial type or business vehicles at your residence.

If your business activity does not meet the above requirements please call (816) 325-7421 or (816) 325-7823. Some type of business activity is not allowed in a residential area, however, some can be allowed with approval of a Special Use Permit.

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. 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.

To access the City's Business License Code (Chapter 5) on the internet at www.ci.independence.mo.us, click on the E-Government Services icon and then click on the City Code link.

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

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.**

FEE CALCULATION

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

TOTAL FEES DUE WITH APPLICATION \$ _____

INDIVIDUAL OWNER INFORMATION

Owner Name _____ Home Address _____ City, State, Zip _____
Date of Birth: _____ Social Security No. _____ Phone: _____

PARTNERSHIP INFORMATION

Partner Name _____ Home Address _____ City, State, Zip _____
Date of Birth: _____ Social Security No. _____ Phone: _____

Partner Name _____ Home Address _____ City, State, Zip _____
Date of Birth: _____ Social Security No. _____ Phone: _____

Partner Name _____ Home Address _____ City, State, Zip _____
Date of Birth: _____ Social Security No. _____ Phone: _____

CORPORATE/LLC INFORMATION

INDIVIDUAL INFORMATION FOR PRESIDENT/MEMBER OR MANAGER

Name _____ Home Address _____ City, State, Zip _____
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 a Business 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