



## **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.

***Applications may be submitted online at [www.indepmo.org/businesslicense](http://www.indepmo.org/businesslicense)***

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 \$75.00. If your projected gross receipts are more than \$25,000, the fee is \$75.00 plus \$0.31 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.**

- Fees for private WatchGuard/security 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. Any additional licensed location is a flat fee of \$750.
- 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.

Business licenses 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 online at [www.indepmo.org/businesslicense](http://www.indepmo.org/businesslicense). 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.

## **Planning and Zoning**

If your proposed business is to be located inside the City limits of Independence, contact Planning and Zoning to assure that the location selected is zoned for the intended business use. You may contact the Zoning Division regarding zoning regulations or rezoning requests at 816-325-7421 or 816-325-7823.

### **Building Inspection Division**

Contact the Building Inspection Division to determine whether the building in which you intend to locate your business is approved for your proposed use. 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 can be reached at 816-325-7401 regarding required permits.

### **Health Inspections**

If your business prepares or serves food, drinks, or sells packaged foods, contact Health Inspections at 816-325-7803 for a Health Permit. You will also need to contact the Health Department if you are opening a hotel, motel, providing day care for 4 or more children, swimming pool, tattoo or massage parlor, or any other business that might involve the health of Independence residents or guests.

The Clean Indoor Air Act of 2006 prohibits smoking within enclosed areas of public places and places of employment. "No Smoking" signs or the international "No Smoking" symbol shall be clearly and conspicuously posted at every entrance.

### **Missouri Retail Sales Tax & Liability Insurance**

Businesses that have retail sales are required to have a Missouri Retail Sales Tax License issued by the State of Missouri Department of Revenue. Questions regarding your Retail Sales Tax License should be directed to the Missouri Department of Revenue's Sales Tax Division at P O Box 3666, Jefferson City, MO 65105. You may contact them at 573-751-9268 or visit their website at <http://dor.mo.gov/business/sales/notaxdue>. 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 and submit a "CERTIFICATE OF NO TAX DUE", issued by the Missouri Department of Revenue within the last 90 days, with your application.

You may fax your certificates of liability insurance and/or workers' compensation coverage to 816-325-7088 or email [BLicenses@indepmo.org](mailto:BLicenses@indepmo.org).

If you have additional questions or need assistance completing the application form or calculating the fee, please call Regulated Industries at 816-325-7079 or email <a href="mailto:BLicenses@indepmo.org">BLicenses@indepmo.org</a> . Office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday.
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To access the City's Business License Code (Chapter 5) online, go to <a href="http://www.indepmo.org">www.indepmo.org</a> , click on "Government" at the top and then click on "Municipal Code".
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**INDEPENDENCE**  
★ COMMUNITY DEVELOPMENT ★

**BUSINESS LICENSE APPLICATION**

111 East Maple Ave, Independence, MO 64050 (Physical Address)

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

Phone: 816.325.7079 / Fax: 816.325.7770 / www.indepmo.org/businesslicense

**Type of Organization:** Individual  Partnership  Corporation  LP  LLC

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

*The corporation must be registered and in good standing with the Missouri Secretary of State's office in order to process.*

Home, Phone, Internet or Mail-based business

Business located **inside** of Independence  Business located **outside** of Independence

Description of Business Activity: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ MO Sales Tax #: \_\_\_\_\_ Taxpayer I.D. or SSN: \_\_\_\_\_

Date business began operating in Independence, or is expected to begin: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone #: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Principle Contact: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner/Corporation Name: \_\_\_\_\_ Business Phone #: \_\_\_\_\_  
Owner/Corporation Address \_\_\_\_\_ Suite/Unit: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Principle Contact: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Individual Responsible for Business Operations: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ SSN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_  
State Issued: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

The Business License should be mailed to:  
Business Address  Owner Address  Individual Responsible  Additional Contact   
The Renewal Form should be mailed to:  
Business Address  Owner Address  Individual Responsible  Additional Contact

## FEE CALCULATION

The **minimum** business license fee is \$75.00. The **maximum** license fee is \$30,000.00.

Use the formula below to calculate the cost of the license.

1. **Enter Gross Receipts for projected 12 month period.** \$ \_\_\_\_\_

*\*If projected gross receipts are less than \$25,000 skip to Line 7\**

2. <b>Subtract</b> \$25,000 from Line 1.	\$ 25,000.00
3. <b>Difference</b> between Line 1 and Line 2.	\$ _____
4. <b>Divide</b> amount on Line 3 by \$1,000	\$ _____
5. <b>Multiply</b> amount on Line 4 by \$0.31	\$ _____
6. <b>Add in the Minimum fee</b>	\$ 75.00

*If the Business will include the following, **add** in the additional fees below.*

7. Taxicabs (with Council approval)	_____ @ \$25.00 per vehicle	\$ _____
8. Trash Hauler (with Council approval)	_____ @ \$25.00 per vehicle	\$ _____
9. Amusement Device	_____ @ \$15.00 per machine	\$ _____
10. Billiard Table	_____ @ \$20.00 per table	\$ _____
11. Coin Operated Pool Table	_____ @ \$10.00 per table	\$ _____
12. Game Board	_____ @ \$50.00 per board	\$ _____
13. Juke Box	_____ @ \$50.00 per machine	\$ _____
14. Public Dance License	\$60.00 per year or \$10.00 per month	\$ _____
<b>TOTAL FEES DUE WITH APPLICATION</b> <i>(add lines 1 – 14 for total fee due)</i>		<b>\$ _____</b>

**\*PLEASE NOTIFY US IF YOU DISCONTINUE YOUR BUSINESS\***

### 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