

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 debit or 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 City Government 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. The owner or agent of the Shopping Center shall maintain records for two years 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 prepares or serves food or drinks or sells packaged food items the Health Department will also make an inspection of the premises. You will need to contact the Health Department at 816-325-7803 for a Health Permit. 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 325-7803 regarding questions dealing with food preparation or sanitation requirements.

You may also contact the Health Department at 816-325-7185 regarding the Clean Indoor Air Act of 2006. Smoking is now prohibited 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.

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:	325-7121
LICENSE DIVISION:	325-7079/7063
ZONING DIVISION:	325-7823/7421
HEALTH DEPARTMENT:	325-7803

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 Three 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.

If either State or Federal regulations require higher insurance limits for any activity covered by the license, those limits shall become the minimum limits for issuance of the license.

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.

Businesses that have retail sales are required to have a Missouri Retail Sales Tax License issued by the State of Missouri Department of Revenue. You may contact the Missouri Department of Revenue at 573-751-3505 or visit the web site at <http://www.dor.mo.go/business>. 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 "NO TAX DUE" statement issued by the Missouri Department of Revenue.

If you have additional questions or need assistance completing the application please call the License Division at 816-325-7079 or 325-7063. Office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday.

### **FEES**

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