

BUSINESS LICENSE

If applying for a NEW OR A RENEWAL business license please begin licensing process 30 days prior to planned opening date, review the requirements and process.

REQUIREMENTS:

1. Completed application and license fee payment.-- The following information is required as part of the application process.
 - ❖ If you are a food establishment-- A copy of your current Platte County Health Department Permit is required with your application.
 - ❖ If you are a retail sales establishment (this is if you sell any type of product or considered a fitness facility)-- A copy of your State of Missouri Retail Sales License, your State of Missouri Sales Tax Identification Number, and a No Sales Tax Due Letter.
 - ❖ All business are required under Chapter 287 RSMo unless said business is exempt under that same chapter to provide proof of worker's compensation insurance. ALL CONTRACTORS (a contractor is a business or person in the construction industry) is required to show proof of worker's compensation or complete the affidavit on a form developed by the Division of Labor and Industrial Relations for the State of Missouri (this document must be signed in front of a notary)
2. Business License Applications are available at City Hall or in the document center of the City's website: <http://www.plattecity.org/documents.aspx> . If you have questions regarding the business license application of process you may reach the City Clerk's office at (816) 858-3046.

Completed application (and all applicable documentation) and payment may be dropped off or mailed to:

City of Platte City
Attn: City Clerk
400 Main Street
Platte City, Missouri 64079

We also accept submittal of your application (and all documentation) by email (cityclerk@plattecity.org) or fax (816)858-5402 and subsequent credit or debit card payment by phone (816)858-3046.

A processing fee applies on all credit or debit card payments(at this time the City only accepts VISA or MASTERCARD).

BENEFICIAL REFERENCES:

1. Platte County Missouri Merchant License: By Phone (816)858-3356 (All businesses in Platte County are required to have a Platte County Merchant License)
2. To register your business name contact the Missouri Secretary of State's Office (573)751-4153 or visit their website at: <http://www.sos.mo.gov/forms/corp/corp56.pdf>
3. To apply for a Missouri State Sales Tax number, contact the Missouri Department of Revenue at (573)751-2836 or visit their website at: <http://dors.mo.gov/tax/coreg/index.jsp>
4. Missouri Department of Labor and Industrial Relations 421 East Dunklin, PO Box 59, Jefferson City, MO 65102-0059 (573) 751-3215 or <http://labor.mo.gov/>
5. Platte County Health Department 1201 East Street, Parkville, MO 64152 (816) 587-5998 or <http://www.plattecountyhealthdept.com/>



City of Platte City, Mo
 City Clerk
 400 Main Street
 Platte City, MO 64079
 (816) 858-3046 Fax: (816) 858-5402
www.plattecitey.org
 Email: cityclerk@plattecitey.org

BUSINESS LICENSE APPLICATION

You may find the relevant City code, Chapter 605 --- Business License-Regulations & Fees -- online at www.plattecitey.org (municipal code) You are encouraged to review its contents.

CONDITION PRECEDENT: Section 605.030 of the Platte City Code states no license provided for under this Chapter shall hereafter be issued by the City Clerk to any person or entity until the proposed licensee produces a copy of a retail sales license issued by the State of Missouri, a statement from the Department of Revenue that the licensee owes no tax due under Sections 144.010 to 144.510 or Sections 143.191 to 143.261 R.S.Mo. and proof that any and all tax, utility or other obligations of the proposed licensee to the City for all preceding years lawfully due shall have been paid. Any proposed licensee who is a contractor in the construction industry shall also be required to provide a certificate of insurance for worker's compensation coverage or an affidavit, the form of which shall be developed by the Division of Labor and Industrial Relations for the State of Missouri, signed by the applicant attesting that the contractor is exempt from such requirement and no business license shall be issued to any contractor applicant failing to provide such certificate of insurance or affidavit. (CC 1992 §605.030; Ord. No. 1426 §1, 7-12-05; Ord. No.)

ISSUANCE AND RENEWAL OF CITY LICENSE: Section 605.100 of the Platte City code requires payment of all applicable City taxes and fees relating to said business before a license may be issued. Said taxes and fees include but are not limited to **sales tax**, property tax, and other taxes and fees to which the City is entitled. Prior to the issuance or renewal of any such license, the applicant or holder thereof shall certify that all taxes and fees to which the city is entitled are current and have been paid.

If your business is located within the City Limits of Platte City and you own any real estate you must provide a copy of your paid real estate tax receipt.

LEGAL BUSINESS NAME: _____

Doing Business As: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE NUMBER: _____

MISSOURI SALES TAX #: _____

MAILING ADDRESS: _____

NATURE OF BUSINESS: _____ (Example: Wholesale, Retail or Service)

OWNER/PARTNER/OFFICER INFORMATION:

Name: _____	Phone Number: _____
Cell Phone: _____	Email: _____
Home Address: _____	
Date of Birth: _____	

BUSINESS INFORMATION:

My Business is a: (Check which applies)

	Sole Owner
	Corporation
	Limited Liability Company
	Partnership
	Other: _____

Hours of Operation:

Open	Close	Day of Week
		Sunday
		Monday
		Tuesday
		Wednesday
		Thursday
		Friday
		Saturday

ALARM COMPANY INFORMATION:

THIS INFORMATION ONLY REQUIRED IF YOUR BUSINESS IS LOCATED IN CITY LIMITS

Name: _____ Phone Number: _____
Address: _____
Details or Other Information (Include any usual things such as lights that are routinely left on, Guard Dog on duty, ETC.)

**EMERGENCY CONTACT INFORMATION:
THIS INFORMATION ONLY REQUIRED IF YOUR BUSINESS IS LOCATED IN CITY LIMITS**

Name: _____	Phone Number: _____
Cell Phone: _____	Email: _____
Home Address: _____	

Name: _____	Phone Number: _____
Cell Phone: _____	Email: _____
Home Address: _____	

INSURANCE REQUIREMENT INFORMATION:

Chapter 287 RSMo mandates that the City of Platte City shall require proof of Worker's Compensation coverage prior to the issuance or renewal of a business or occupational license, unless the business is exempt pursuant to Chapter 287 RSMo.

CONTRACTORS: Any proposed licensee who is a contractor in the construction industry shall also be required to provide a certificate of insurance for worker's compensation coverage or an affidavit, the form of which shall be developed by the Division of Labor and Industrial Relations for the State of Missouri, signed by the applicant attesting that the contractor is exempt from such requirement and no business license shall be issued to any contractor applicant failing to provide such certificate of insurance or affidavit

REFUSE HAULERS: Section 230.090 of the Platte City code requires that the hauler provide proof of public liability insurance policy covering all operations of such applicant pertaining to such business and all vehicles to be operated in the conduct thereof. The public liability policy shall be in the amount of not less than \$300,000 per claim and \$2,000,000 per occurrence. Copy must be attached (please do not fax or mail)

I CERTIFY THE INFORMATION IN THIS APPLICATION IS TRUE, CORRECT AND COMPLETE.

Applicant's Printed Name

Applicant's Signature

Date

LICENSE FEE SCHEDULE	
BUSINESS- <i>Annual Fee (unless listed different below)</i>	\$34.00
BANKING INSTITUTIONS- <i>Annual Fee</i>	\$1,000.00
TAVERNS- <i>Any Liquor Establishment with bar seating-Annual Fee</i>	\$70.00
HOTELS/MOTELS- <i>Per Room Fee (This fee is for any room that at anytime could be used or reconverted to sleeping quarters)</i>	\$5.00 per room
REFUSE HAULERS- <i>1 Truck</i> <i>Each Additional Truck _____</i> <i>(# of total Trucks)</i>	\$50.00 \$25.00 per Truck
OUTDOOR ADVERTISING- <i>Billboards</i> <i>Must provide proof annually of previous years gross earnings</i> \$ _____ <i>GROSS EARNINGS</i>	2% of Gross Earnings
REQUIRED DOCUMENTATION (MUST PROVIDE COPIES)	
WORKERS COMPENSATION CERTIFICATE OR AFFIDAVIT	
GENERAL LIABILITY CERTIFICATE	
REAL ESTATE TAX RECEIPT	
MISSOURI RETAIL SALES LICENSE	
PLATTE COUNTY HEALTH DEPARTMENT PERMIT	
GROSS RECEIPTS PAPERWORK- If required by schedule above	
MY BUSINESS IS A SERVICE ONLY	

BUSINESS LICENSES ARE ISSUED FROM JANUARY 1 TO DECEMBER 31 OF EACH YEAR.

PRORATION SCHEDULE

RANGE	RATE
January thru December	Full Fee
April, May, June	\$25.50
July, August, September	\$17.00
October, November, December	\$8.50

CONTINUED ON REVERSE SIDE →