

CITY OF EXCELSIOR SPRINGS, MO
APPLICATION FOR OCCUPATIONAL LICENSE

Date of Application is _____

Please complete front & back of this form: New: _____ Renewal: _____

Business Name: _____

Business/Rental Location: _____

If Residential Rental - How many units @ this address: _____

Business mailing address: _____

Federal ID Number: _____ Date started in business: _____

Check One: Corporation ___ Sole Proprietor ___ Partnership ___ Not-For-Profit ___ LLC ___

Are you a Contractor? Yes _____ No _____ Business Phone: _____

Emergency Phone: _____ Email: _____

Briefly Describe Nature/Purpose of Business: _____

Contact Information (Do not list references)

In order for the police and fire departments to better serve you, we are asking for you to list up to three persons in order of contact preference. This information will be used in the event there is an emergency at your place of business and it's imperative that you be notified. Please include each person's relationship to the business.

Contact Name: _____ Title: Owner/President

Home Address: _____

Phone: _____ Email: _____

Contact Name: _____ Title: _____

Home Address: _____

Phone: _____ Email: _____

Contact Name: _____ Title: _____

Home Address: _____

Phone: _____ Email: _____

Statement of Sales & Income Tax

Company Missouri Sales Tax Number _____

Please check one of the following

_____ I the undersigned, declare that my business is not subject to Missouri Retail Sales Tax and I have confirmed this information with the Missouri Department of Revenue. I also declare that income tax payments are current with all taxing jurisdictions. **(Provide proof of Missouri No Taxes Due Statement)**

_____ I the undersigned, declare that my business is current with all Retail Sales Taxes due as required in RSMo 144. I also declare that income tax payments are current with all taxing jurisdictions.

_____ I the undersigned, declare that my business is delinquent in at least one of the following: Sales Tax &/or Income Tax. (License will not be issued if taxes are delinquent.)

Statement of Workmen’s Compensation (Please attach copy of policy)

Please check one of the following

_____ I the undersigned, declare that my business is exempt from compliance with the Missouri Workmen’s Compensation Law.

_____ I the undersigned, declare that my business has complied with the requirements of Missouri Workmen’s Compensation Law as stated in RSMo 287.

Note to rental residential property owners:

Per City Code Sec. 510.30 #3 Occupation licenses will not be approved until such time as tenant list are provided to the city & inspections are completed or continuous occupancy certifications are received. In addition to those provisions set forth in Subsection (C), the city shall have available all remedies to redress any violation of this section, including those Power of Council as set forth in Section 77.100, RSMo.

<u>Property Address/Unit #</u>	<u>Tenant Name</u>	<u>Date Occupied or HUD Inspected</u>

(If more space is needed attach additional sheet)

Under penalties of perjury, I declare the above is correct to the best of my knowledge.

Signed by: _____

Title: _____ Date: _____

Please refer to page 3 to calculate the proper fee.

CITY OF EXCELSIOR SPRINGS, MO
OCCUPATIONAL LICENSE FEE STRUCTURE

Fee Structure

- 1) Use the annual gross receipts of your business for the preceding calendar year. These receipts should be the same figures as shown by books and records on federal & state tax returns. This category applies to all business unless specified elsewhere. Place an (x) in the appropriate line.

- 2) **Electricians, Plumbers & Mechanical** Contractors must pay the additional license fee below in addition to 'Gross Receipts.'

<u>Annual Gross Receipts</u>	<u>License Fee</u>
\$ 0 to \$ 100,000	\$ 50 _____
100,001 to 1,000,000	100 _____
1,000,001 to 5,000,000	200 _____
5,000,001 to AND OVER	300 _____
<u>Additional License Fees:</u>	
Applies to Electricians, Plumbers & Mechanical Licenses	
New License	75 _____
Renewal License	50 _____
Joint Plumbers & Mechanical License	
New License	125 _____
Renewal License	75 _____
<u>Miscellaneous Categories:</u>	
Insurance/ Real Estate Brokers & Agents	100 _____
Banks or Savings Institutions	300 _____
Nursing Homes & Convalescent Facilities	50 _____
Trash Haulers (per truck fee)	35 _____
<u>Inspection Fees:</u>	
Rental Inspections: 1-9 units in the same building	30 _____ per unit
Rental Inspections: 10 or more units at the same address, on the same day	25 _____ per unit
Re-inspections	15 _____ per re-inspection

A Penalty of 10% applies if not renewed by the expiration date with an additional 1% per month for each additional month not renewed.

CITY OF EXCELSIOR SPRINGS, MO
MUST HAVE FOR OCCUPATIONAL LICENSE

Please **attach** copies of the following information to your license:

All: Certificate of Insurance with General Liability, Workmen's Comp or Work Comp Exemption

- **Missouri No Tax Due Statement** if applicable:

Retail and/or wholesale business must contact the Missouri Department of Revenue (573-751-5860) or visit <https://mytax.mo.gov> to obtain a Missouri Retail Sales tax License and a No Tax Due Statement

- **Electricians, Plumbers and Mechanical** licenses:

Copy of Block test results or other acceptable license
Evidence of liability and workmen's compensation insurance (Minimum of \$100,000)

- **Daycares, Barber/ Beauty Shops & Veterinarians:**

Copy of current state licenses

- **Daycares, Gas Stations (w/ Kitchens), Grocery Stores, Hotels, Restaurants, Schools, Taverns & Wine Tasting Rooms:**

Copy of County Health Certificate
Liquor License if applicable

- **Landlord:**

Tenant List
Original Occupancy Date of current Tenant
Proof of HUD Inspection if applicable

Landlord Reminder:

Residential Occupancy Inspections will be conducted upon change of ownership, tenant change or every two (2) years as provided in Section 510.030.B of the Municipal Code, at the responsibility of the property owner to schedule inspections, unless exempt, as provided in Subsection B.2 of Section 510.030.B, **due to continuous occupancy.** Certification of continuous occupancy by the same tenant shall be provided annually.