



CITY OF HOLTS SUMMIT
BUSINESS LICENSE APPLICATION
July 1, 2017 – June 30, 2018

New License
Renewal of License
(if you had a license in the prior

Application must be returned no later than June 19, 2017

1. Name of Business: Phone Number:

2. Physical Address of business: (Street Address) (City) (State) (Zip)

3. Mailing Address of business: (Street and/or P. O. Box Address) (City) (State) (Zip)

4. Nature/Type of Business:

5. Owner of Business: Phone #:

6. Owner's Address: (Street Address) (City) (State) (Zip)

7. Manager of Business: Phone #:

8. Total Number of Employees (do not include owner):

9. Is Workers Comp Insurance Coverage required: (see Chapter 287.061 of RSMO) Yes No

If yes, a copy of your Certificate of Insurance must be attached. If no, and business is in the construction industry, electrical or plumbing of any kind, application must include an Affidavit of Exemption. If an affidavit has not been enclosed you can request it from the business license clerk at City Hall by calling 573-896-5600. A business license will not be issued without proper documents attached.

11. License History: Has Applicant, Owner(s), or Managers ever had a business license suspended or revoked in Missouri or any other state. Yes No If YES, then the following information must be provided:

- a) State where Suspension/ Revocation occurred:
b) Date of occurrence:
c) Dates of Suspension/Revocation:
d) Describe on the back of this application the reason for suspension or revocation

12. Sales Tax or Federal Tax ID No. Not Applicable

13. Applicant must attach a tax clearance letter from the Missouri Department of Revenue showing that the business is not indebted to the City of Holts Summit or State of Missouri for any tax, including sales tax. If you need assistance the phone number for the Dept of Revenue is 573-751-9268.

Does this business collect sales tax? Yes No

If "YES" is checked then your Tax Clearance letter must be attached or your application will not be processed.

14. Plumbers and electricians must attach a copy of their current license card. Attached Not Attached

15. In Accordance with City Code 54.070 all businesses located within the city limits of Holts Summit must have suitable toilet facilities and comply with all applicable building permit requirements:

Is the business named on this application in compliance with City Code 54.070? Yes No

16. Notice to applicant. All licenses expire on June 30th of each calendar year. In the event you do not receive a reminder, it is your responsibility to reapply before June 30th of each year. This license is not transferable to any other person or entity.

17. Applicant signature. The undersigned applicant certifies that the information contained in this application is accurate and complete.

18. Date: Applicant Signature: Title:

Business License Renewal Fee: \$35.00 Please submit completed application, required documents, and fee to: City of Holts Summit, 213 S. Summit Dr., P. O. Box 429, Holts Summit, MO 65043

THIS SECTION IS FOR CITY USE

Zone:

Amount Paid \$ Date Paid Check # Rept#

- Cash
Credit Card

City Administrator Signature Date

Approved Denied Reason for denial

License No.