

- New Application (\$50.00)
- Renewal (\$35.00)



Reviewed by: \_\_\_\_\_  
 Approval Date: \_\_\_\_\_  
 Denial: \_\_\_\_\_  
 Payment Date: \_\_\_\_\_

## City of Weldon Spring Business License Application

**\*\*\*\*\* All applications must be filed with:** City of Weldon Spring, Attn: Bill Hanks, City Clerk, 5401 Independence Road, Weldon Spring, MO 63304. Your license will be mailed to the address you have provided. All Business Licenses expire September 30th each year and must be renewed for the following year. **\*Incomplete Applications Will Not Be Accepted\***

\_\_\_\_\_ Commercial Business (please see City Code [605.005 - 605.070](#)) \_\_\_\_\_ Home Business (Please see City Code [405.215 B & C](#))

Legal Name of Business: \_\_\_\_\_

Fictitious Name (DBA): \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Email Address: \_\_\_\_\_

Business Website: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Local Manager: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Name of Property Manager & Phone: \_\_\_\_\_

Type of Business: \_\_\_\_\_

(Retail, Service, Wholesale/Distribution, Office, Manufacturing, or other)

Number of Employees: Part Time \_\_\_\_\_ Full Time \_\_\_\_\_ Total \_\_\_\_\_

MO DOR Sales Tax Registration Number: \_\_\_\_\_ Federal Employer Identification Number: \_\_\_\_\_

**\*\*\*\*\*NO BUSINESS LICENSE APPLICATION WILL BE PROCESS WITHOUT THE FOLLOWING ITEMS\*\*\*\*\***

- ✓ **Business License Fees (\$50.00 for New Businesses and \$35.00 for Renewals)**
- ✓ **MO Retail Sales Tax License stating you are in the City Limits of Weldon Spring**  
Required for all retail businesses that sell product(s) subject to sales tax.
- ✓ **No Tax Due Letter from the Missouri Department of Revenue**  
Cities are not permitted to issue business licenses without this form of verification. If your business does not make retail sales, please sign here \_\_\_\_\_
- ✓ **Certificate of Insurance for Worker's Compensations (if required)**  
Per state law, any business with five (5) or more employees or a construction business is required to have workers compensation insurance.  
If you are not required under state law RSMo. 287, please sign here \_\_\_\_\_

**\*\*\*\*For new Commercial Businesses - A fire occupancy inspection by the Cottleville Fire Protection District (call 636-447-6655 or visit [www.cottlevillefpd.org](http://www.cottlevillefpd.org)) is required prior to opening. Also, applicant must provide copy of the lease if they are leasing.**

*I hereby certify, by my signature below, that the Representations on this application are true to the best of my knowledge and belief.*

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_