

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



Reviewed by: _____
 Approval Date: _____
 Denial: _____
 Payment Date: _____
 Receipt Number : _____

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 [605.010 & 605.20](#)) _____ 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) 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: _____