



CITY OF NORTHMOOR, MISSOURI
Business/Communication License Application/Renewal
4907 NW Waukomis Drive, Northmoor, MO 64151

ALL BUSINESS LICENSES ARE GENERATED ON A YEARLY BASIS AND ARE DUE DECEMBER 31ST.
LICENSE RENEWALS WILL BE DENIED FOR REMAINDER OF THE YEAR AFTER MARCH 31ST
IF REQUIRED DOCUMENTS AND PAYMENT ARE NOT RECEIVED.

Business Start Date ____/____/____ or Renewal _____ Legal Name of Business: _____

Common Name of Business or DBA: _____ Owner's Name: _____

Nature of Business: _____

Type of Business: Please check one Corporation () Partnership () Sole Proprietorship ()

Business Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Local Phone () _____ Corp. Phone () _____ Cell Phone () _____

E-Mail Address: _____

Primary Contact Full Name (Owner/Corp. Agent): _____ Phone () _____

Home Address: _____ City: _____ State: _____ Zip: _____

Secondary Business Contact Name: _____ Phone () _____

Total number of persons employed at this location: _____
Missouri State Sales Tax Number: _____ [and/or] Federal Identification Number: _____
Is Business located in a Northmoor residence? Yes () No () Business previously located at this address: _____

ALL LICENSE APPLICATIONS / RENEWALS MUST INCLUDE:

- 1) STATEMENT OF NO TAX DUE (*Retail only*) or PAID PROPERTY TAX RECEIPT (*Non-Retail*)**
- 2) PROOF OF LIABILITY INSURANCE NAMING THE CITY OF NORTHMOOR AS ADDITIONAL INSURED**
- 3) EMERGENCY CONTACT INFORMATION FORM AND RENEWAL APPLICATION**

Construction contractors must submit a current Workers' Compensation Certificate pursuant to RSMo Chapter 287

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

Signature of Owner(s) or Corporation Agent/Owner

Date

Title: Owner, Partner Manager or Corporate Officer

Notification is kindly requested if you discontinue business.

The applicant warrants the truthfulness of the information in this application. If incorrect information is provided, this license may be revoked. If license is issued wrongfully, whether based on misinformation or an improper application of the code, this license may be revoked. The applicant agrees to abide by all Northmoor Ordinances and State Laws and regulations.

***Business Licensing Fees: \$100/ year - a \$50.00 late fee will be imposed monthly for 3 months after which the Business License may be denied due to non-payment**

***Communication and/or Cell Tower Licensing Fee: \$1,500.00/year - a \$250.00 late fee will be imposed monthly for 3 months after which further action may be taken due to non-payment**

***Billboard Licensing Fee: \$1,000.00/year – a \$200.00 late fee will be imposed monthly for 3 months after which further action may be taken due to non-payment**

BUSINESS EMERGENCY NOTIFICATION FORM

DATE: ____/____/____

Please Print

Business Name: _____

Business Phone: ____/____/____

Business Address: _____

Owners Name: _____

Owners Home Phone: ____/____/____

Owners Cell Phone ____/____/____

Alarm Company: _____

Emergency Phone: ____/____/____

Key or Lock/Knox Box location (in applicable) _____

EMERGENCY CONTACTS: (Please list in the order you want them notified)

1. _____ Home Phone: ____/____/____ Cell Phone: ____/____/____ Keys _____

2. . _____ Home Phone: ____/____/____ Cell Phone: ____/____/____ Keys _____

3. . _____ Home Phone: ____/____/____ Cell Phone: ____/____/____ Keys _____

4. . _____ Home Phone: ____/____/____ Cell Phone: ____/____/____ Keys _____

Is there outside storage?

Will there be any employees on the property after hours? Yes _____ No _____

Will there be any animals on the property after hours? Yes _____ No _____ If Yes, how many? _____

What type of dogs will be on the property? _____

HAZARDOUS MATERIALS: Please list any Hazardous Materials you have on the property. List type, amount and where they are stored.

MISCELLANEOUS INFORMATION:

You may return the completed form to Northmoor City Hall at the above referenced address and/or fax number or email to clerk@northmoormo.gov

PLEASE UPDATE THIS FORM AS YOUR INFORMATION OR CONTACTS CHANGE.

New Business License Requirements Checklist – Retail / Non-Retail

BEFORE ANY NEW BUSINESS IS APPROVED FOR A CITY OF NORTHMOOR BUSINESS LICENSE THE OWNER OF SAID BUSINESS MUST ATTEND A BOARD OF ALDERMEN MEETING TO AQUIRE APPROVAL OF THEIR APPLICATION. THE MEETINGS ARE HELD ON THE 1ST TUESDAY OF EACH MONTH AT 6:30 P.M. AT NORTHMOOR CITY HALL, 4907 NW WAUKOMIS DRIVE, NORTHMOOR, MO 64151. FOR ADDITONAL INFORMATION, PLEASE CONTACT THE CITY CLERK @ 816-741-6071 or clerk@northmoormo.gov

PLEASE NOTE: All REQUIRED documents must be received by the City Clerk 1 week prior to the Board of Alderman Monthly Meeting to be included on the agenda.

CHECKLIST:

- ☐ Business License Application and (Attached)
- ☐ Business License Fee: 1 yr. - \$100.00 January 1st – December 31st. A penalty fee will be added for late renewals during the months of January, February and March. After March, the City is not obligated to issue a Business License, and the Business may be required to close for the remainder of the year.
- ☐ Emergency Contact Form (Attached)
- ☐ Certificate of Liability Insurance - (COI) **naming the City of Northmoor as additional insured.** Your insurance carrier will need our address - 4907 NW Waukomis Dr., Northmoor, MO 64151 or the COI can be emailed to clerk@northmoormo.gov
- ☐ IRS Employee Identification Number (EIN).
- ☐ State of Missouri – Articles of Incorporation - Number assigned to new business.

If Non-Retail

- ☐ Copy of your current year “Paid Personal Property tax receipt” from Platte County or the County in which you reside (If **RETAIL or Food Establishment** see below)

If Retail or Food Establishment

- ☐ No Tax Due Statement – **For a new retail business, this statement is not due until after the 1st quarter of operation.** Please obtain the most recent NO TAX DUE from the previous owner.
- ☐ State of Missouri – Retail Sales License
- ☐ Platte County Merchants License

If Business is a Food Establishment – please provide the following:

- ☐ Platte County Health Department Certification - Food Establishment Permit (if applicable)

Alcohol Sales- If an establishment is approved by the Board to sell alcohol, the city also requires:

- ☐ Missouri division of alcohol & Tobacco Control Permit (State Liquor License)
- ☐ Platte County Liquor License
- ☐ Northmoor Liquor License (a separate application is required from the City to acquire a Liquor License)

If Business is an Auto Establishment with a Paint Booth – please provide the following:

- ☐ Most Recent Annual Missouri State Inspection (Done by a State Fire Inspector) – The state fire inspector will be checking the storage and ventilation for any batteries, any flammable liquids, and any flammable chemicals

Business License Renewal Requirements Checklist

Retail / Non-Retail

CHECKLIST:

- ☐ Business License Application (Attached)
- ☐ Business License Fee: 1 yr. - \$100.00 January 1st – December 31st. A penalty fee will be added for late renewals during the months of January, February and March. After March, the City is not obligated to issue a Business License, and the business may be required to close for the remainder of the year.
- ☐ Emergency Contact Form (Attached)
- ☐ Certificate of Liability Insurance - (COI) naming the City of Northmoor as additional insured. Your insurance carrier will need our address (4907 NW Waukomis Dr., Northmoor, MO 64151 or the COI can be emailed to clerk@northmoormo.gov.

If Non-Retail

- ☐ Copy of your current year "Paid Personal Property tax receipt" from Platte County or the County in which you reside. (If **RETAIL or Food Establishment** see below)

If Retail or Food Establishment

- ☐ No Tax Due Statement –This statement can be obtained from the State of Missouri, contact information:
Department of Revenue in Jefferson City, MO
Phone: 573-751-9268
Email: taxclearance@dor.mo.gov
- ☐ Platte County Merchants License

If Business is a Food Establishment – please provide the following:

- ☐ Platte County Health Department Certification - Food Establishment Permit

If Business is an Auto Establishment with a Paint Booth – please provide the following:

- ☐ Most Recent Annual Missouri State Inspection (Done by a State Fire Inspector) – The state fire inspector will be checking the storage and ventilation for any batteries, any flammable liquids, and any flammable chemicals