

FLAT FEE/SERVICE BUSINESS LICENSE

INSIDE JEFFERSON CITY LIMITS **COMMERCIAL/NON-RESIDENTIAL LOCATION**

REQUIREMENTS:

1. Completed license application and license fee payment.
2. If you are a contractor, either proof of Worker's Compensation OR an Affidavit of Exemption (see <http://www.moga.mo.gov/mostatutes/ChaptersIndex/chaptIndex287.html> .)
3. All applicants must contact the following departments for inspections:

Fire Department at (573)634-6407 or (573)634-6401

Building Department at (573)634-6410

You will not be allowed to open for business until approved by these departments. This includes new businesses, change in location and change in ownership.

Completed application (and all applicable documentation) and payment may be dropped off at or mailed to:

City of Jefferson, John G. Christy Municipal Building

Attn: Business Licensing

320 E. McCarty Street, Room 202

Jefferson City, MO 65101

We also accept submittal of your application (and all applicable documentation) by email (billing@jeffcitymo.org) or fax (573-634-6329) and subsequent credit or debit card payment by phone (573-634-6322).

You may find the relevant City code, Chapter 17 – Licenses, Taxation and Miscellaneous Business Regulations – online at http://www.jeffersoncitymo.gov/government/city_code.php. You are encouraged to review its contents.

Contact the Business License Administrator at (573) 634-6322 or billing@jeffcitymo.org for any further questions.

BENEFICIAL REFERENCES:

1. To see if you qualify for a Cole County Merchants License, contact the Cole County Collector's office located at 311 E. High Street, Room 100 or call (573) 634-9124 or you may go to their website. <http://www.colecountycollector.org/collector.htm?id=117>
2. To register your business name, you may either go to the Missouri Secretary of State's office located at 600 West Main Street, call (573) 751-4153 or go their website. <http://www.sos.mo.gov/business/corporations/forms>
3. To decide which form of business entity you wish to establish, you may visit the local IRS office located at 3702 West Truman Blvd., call (573) 635-6827 or you may go to their website. <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Business-Structures>
4. To apply for a Federal Employee Identification number, you may visit the local IRS office located at 3702 W. Truman Blvd., Jefferson City, MO, call (573)635-6827 or go to their website: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>.
5. To apply for a Missouri State Sales Tax number, contact the Missouri Department of Revenue at (573)751-9268 or visit their website: <http://dor.mo.gov/business/>



OFFICE OF THE CITY LICENSE INSPECTOR
320 EAST MCCARTY ST.
JEFFERSON CITY, MO 65101
PHONE: (573)634-6322 FAX: (573)634-6329
EMAIL: BILLING@JEFFCITYMO.ORG

**FLAT FEE BUSINESS
 LICENSE
 APPLICATION
 INSIDE CITY LIMITS
 COMMERCIAL LOCATION**

CHECK ONE OF THE FOLLOWING: NEW BUSINESS: CHANGE IN LOCATION: CHANGE IN OWNERSHIP:

BUSINESS NAME: _____

Doing Business As: _____

BUSINESS PHYSICAL LOCATION: _____

MAILING ADDRESS
 (IF DIFFERENT THAN ABOVE): _____

PHONE # _____ FAX # _____ CELL # _____

EMAIL: _____

TYPE OF BUSINESS/GOODS/
 SERVICES TO BE OFFERED (BE SPECIFIC): _____

APPROXIMATE # OF EMPLOYEES: _____

OWNER NAME: _____

OWNER HOME
 ADDRESS: _____

OWNER PHONE # _____

MISSOURI STATE TAX ID NUMBER: _____

FEDERAL EMPLOYEE ID# OR DRIVERS LICENSE # _____

DATE YOU WISH TO BEGIN CONDUCTING
 BUSINESS: _____

INTENDED HOURS OF OPERATION: _____

CONTRACTORS:
 REQUIRED TO CARRY WORKERS COMPENSATION, PER MISSOURI STATE STATUTE 287.061? YES NO

(If you answered yes, we will need a copy of your certificate. If you answered no, you must file an Affidavit of Exemption for Workers Compensation with our office (attached).)

EMERGENCY AFTER HOUR CONTACT NAME
 & PHONE NUMBER: _____

I affirm that the information on this application is factual, that this business will be conducted in accordance with all applicable State and City laws and that all City taxes/fees have been paid. I understand that if I am approved that any false statements made by me on this application may result in the revocation of this license.

SIGNATURE: _____ DATE: _____
 (Owner/Officer/Authorized Agent)

PRINT NAME OF SIGNER: _____ TITLE OF SIGNER: _____

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

FEES (TABLE 1)

Description	Amount	Description	Amount
Abstract Agency	\$ 40.00	Gymnastics/Health Club	\$ 60.00
Advertising	\$ 60.00	Heating/Air Conditioning ONLY	\$ 50.00
Amusements, per Machine	\$ 5.00	Hotels & Motels, per Sleeping Unit	\$ 2.00
Architects	\$ 50.00	Insurance Agent/Broker	\$ 20.50
Artists	\$ 15.00	Janitorial/Cleaning	\$ 50.00
Auctioneers, per Day	\$ 10.00	Junk Dealers/Recycler	\$ 75.00
Auctioneers, per Year	\$ 50.00	Karate Instructors	\$ 60.00
Auto & Truck Rental Agency	\$ 75.00	Key & Locksmith Shop	\$ 30.00
Auto Yard, per Space	\$ 2.00	Lawn Care/Landscaping	\$ 50.00
Bank or Banking Facility	\$ 150.00	Loan Company	\$ 100.00
Barbershop, for First Chair	\$ 10.00	Long Distance Telephone Company	\$ 350.00
Plus \$5 per year for each additional chair	\$ 5.00	Manufacturing Agent	\$ 60.00
Beauty Parlor, per Shop	\$ 10.00	Manufacturing Companies	\$ 100.00
Plus \$5 per Operator	\$ 5.00	Massage Therapy	\$ 50.00
Beauty School	\$ 50.00	Merry-Go-Rounds, per Week	\$ 10.00
Billiard or Pool Tables, per Table	\$ 10.00	Miniature Golf Course	\$ 40.00
Bottling Works	\$ 100.00	Minnow & Fish bait Dealers	\$ 15.00
Boxing or Wrestling Exhibitions	\$ 50.00	Movie Theaters	\$ 100.00
Bowling Alley, per Alley	\$ 10.00	Moving & Storage Companies	\$ 75.00
Brokers/Stocks/Bonds	\$ 75.00	Painting & Wallpaper Contractors	\$ 60.00
Business Schools (private)	\$ 60.00	Palmists	\$ 100.00
Business Unspecified	\$ 50.00	Pawnbroker	\$ 50.00
Bus Leasing Service	\$ 60.00	Photographers	\$ 50.00
Cabinetmaker Shops	\$ 60.00	Private Investigators	\$ 60.00
Carnivals, per Day	\$ 100.00	Real Estate Brokers/Appraisals	\$ 60.00
Car Wash (independent of a svcs station/garage)	\$ 60.00	Security/Surveillance	\$ 50.00
Caterer	\$ 50.00	Shooting Galleries	\$ 50.00
Circus, per Day	\$ 100.00	Skating Rink	\$ 60.00
Cleaning & Pressing Establishment	\$ 50.00	Storage Warehouse	\$ 75.00
Coal Dealer	\$ 40.00	Surveying/Engineering	\$ 75.00
Collection Agencies	\$ 60.00	Tailors	\$ 15.00
Concerts, per Day	\$ 5.00	Tax Service	\$ 50.00
Consulting/Therapy Mgmt./Counseling	\$ 60.00	Taxicabs or Limo, per Vehicle	\$ 100.00
Contractors & Subcontractors	\$ 75.00	Towel, Linen, Uniform & Apron Supply Svcs	\$ 60.00
Dancing School/Studio	\$ 60.00	Trailer Courts, per Trailer Stall	\$ 2.00
Dry Cleaners	\$ 50.00	Travel Agencies	\$ 60.00
Employment Agency or Office	\$ 60.00	Truck Terminals	\$ 100.00
Express Company Agency	\$ 100.00	Water Service Company	\$ 100.00
Exterminators	\$ 50.00	Wholesale Merchant	\$ 100.00
Fortune Tellers	\$ 100.00	Wood Dealers	\$ 40.00

For prorating purposes, select the month that you are applying for a new license and enter the rate multiplier below.

RATE MULTIPLIER (TABLE 2)

Application Month	Rate Multiplier	Application Month	Rate Multiplier
January (Dec. 16-Jan. 15)	No Prorating	July (June 16-July 15)	0.50000
February (Jan. 16-Feb. 15)	0.91666	August (July 16-Aug. 15)	0.41666
March (Feb. 16-March 15)	0.83333	September (Aug. 16-Sept. 15)	0.33333
April (March 16-April 15)	0.75000	October (Sept. 16-Oct. 15)	0.25000
May (April 16-May 15)	0.66666	November (Oct. 16-Nov. 15)	0.16666
June (May 16-June 15)	0.58333	December (Nov. 16-Dec. 15)	0.08333

License Fee (Table 1) _____ x Rate Multiplier (Table 2) _____ = Amount Due _____

(Round the amount to the nearest cent.)