



Business License Application Form

Regulated Industries Division
111 E. Maple Avenue
Independence, MO 64050
(816) 325-7079
blicenses@indepmo.org

Business Information

Application Type: New Renewal Change of Ownership Address Transfer (in-town) Temporary Business

Name of Business _____ Account Number (existing accounts only) _____

Doing Business as Name (d/b/a) (if different than above) _____

Description of Business Activity _____

Business Address _____ Suite/Unit # _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email _____

This Business is: Sole Proprietor Partnership Corporation LP LLC
Business Type: Home, Phone or Mail-based In-Town Out-of-Town

**Consult the Business License Guide for Following Types of Businesses for additional requirements:
Medical Marijuana, Pawn Shop, Short-Term Rental, Taxi, Trash/Refuse Hauler, Watch Guard**

Does the business include retail sales: No Yes Missouri Sales Tax Number: _____
Date of Incorporation or Organization: _____ State of Incorporation or Organization: _____
Number of Employees: _____ FEIN or SSN: _____
Do you certify that your business holds the required liability insurance and/or workers' compensation coverage?
No Yes If yes, email certificate of insurance to insurancecerts@indepmo.org.

Owner Information

Business Owner _____

Mailing Address _____ Suite/Unit # _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email _____

Individual Responsible (if different than above; license and renewals sent to this contact) _____

Mailing Address _____ Suite/Unit # _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email _____

Fee Calculation

If applying for an Insurance Company, Pawn Shop or Watch Guard License, you will need to consult the Schedule of Fees for the fee amount due.

The **minimum** business license fee is \$75, **maximum** fee is \$50,000.
Use the formula below (number 6) to calculate the cost of the license.

		Total Fee Due
1.	Change of Ownership	\$50 fee
2.	Address Transfer (in-town only)	\$50 fee
3.	Temporary Business	\$150 fee
4.	New Food Truck (out-of-town only)	\$25 fee
5.	New Small Business (10 or fewer employees, 1 st year)	\$75 fee
6.	New Business or Renewal *If projected gross receipts is less than \$25,000, skip to Line E	
	A. Projected gross receipts for next 12-month period	_____
	B. Subtract \$25,000 from Line A	_____
	C. Divide Line B by \$1,000	_____
	D. Multiply Line C by \$0.31	_____
	E. Add in the minimum fee (\$75.00)	_____

Total Base Fee Due (Lines A-E)

If the business will include the following, add in the additional fees below:

7.	Taxicabs (with Council approval)	_____ @ \$25 per vehicle	_____
8.	Trash Hauler (with Council approval)	_____ @ \$25 per vehicle	_____
9.	Amusement Device	_____ @ \$15 per machine	_____
10.	Billiard Table	_____ @ \$20 per table	_____
11.	Coin Operated Pool Table	_____ @ \$10 per table	_____
12.	Game Board	_____ @ \$50 per board	_____
13.	Juke Box	_____ @ \$50 per machine	_____
14.	Public Dance License	\$60 per year or \$10 per month	_____

TOTAL FEES DUE WITH APPLICATION (Add lines 1-14 for total fee due)

By signing below, you certify that the information given in this application is true to the best of your knowledge and that the license is non-transferable. You also agree that you will observe the restrictions specifically enumerated in Chapter 5 of the Independence City Code related to business and occupation licensing and that you will notify us if you discontinue your business.

Signature of Applicant

Printed Name

Title

Date



Zoning & Change of Use Review

All In-Town Businesses
(Except Home Businesses)

Regulated Industries Division
111 E. Maple Avenue
Independence, MO 64050
(816) 325-7079
blicenses@indepmo.org

After you have completed this form, please return to planning staff for review. This can be done by visiting Community Development at City Hall, 111 E. Maple Ave. or by email cdplanning@indepmo.org.

Business & Applicant Information		
<input type="checkbox"/> New Business	<input type="checkbox"/> Change of Address	<input type="checkbox"/> Change of Ownership
		Date
Business Name		
Business Type/Description		
Applicant Name	E-mail	Phone
Business Address		Zoning District
Zoning Review (Staff Use Only)		
Is business allowed at this location? (Yes) or (No)		
	Zoning Approved	Date
Notes:		
Change of Use Review (Staff Use Only)		
Does this location require a change of use permit? (Yes) or (No)		
	Change of Use Reviewed	Date
➤ If a change of use permit is required, YOU must contact the Building Inspections Division at (816) 325-7401 or bpermits@indepmo.org to apply for that permit. Your business license will not be approved until all requirements of that permit are met and the change of use permit issued.		
Applicant must provide the following documentation to complete a business license application.		

ONLY BUSINESS LICENSE APPLICATIONS THAT INCLUDE ALL OF THE FOLLOWING WILL BE ACCEPTED BY THE REGULATED INDUSTRIES DIVISION FOR FINAL PROCESSING:

- COMPLETED ZONING & CHANGE OF USE REVIEW (this form) **
- BUSINESS LICENSE APPLICATION (including real or estimated gross receipts)
- BUSINESS LICENSE FEE
- CERTIFICATE OF INSURANCE

** This form **MUST** be reviewed and approved by planning and building inspections staff before you apply for a regular or temporary business license to operate within the city. Businesses with no physical location in the city are not required to complete this form.

Return all documents and payment to:

Community Development Department
Regulated Industries Division
111 E. Maple Avenue
Independence, MO 64050

After you have completed this form, please return to planning staff for review and approval. This can be done by visiting Community Development in City Hall, 111 E. Maple Ave. or by email to cdplanning@indepmo.org.

Business & Applicant Information

Business Name

Business Type/Description

Applicant Name

E-mail

Phone

Home Address

Zoning District
(completed by staff)

General Home Business Standards (City Code Section 14-400-03)

1. The home business must be subordinate and secondary to the primary residential use of the dwelling.
2. Unless otherwise exempt by city code, all home businesses must maintain a valid business license.
3. There may be not more than one major or two minor home businesses in any dwelling unit.
4. The following uses are prohibited home businesses: auto/vehicle repair, employee dispatch centers, animal boarding and veterinarian services, medical/dental offices, funeral homes, equipment rental/sales, electronic device sales/repair, appliance sales/repair, and vehicle tow operations.
5. Only one person living outside the home and immediate family may engage in the operation of the business.
6. Either up to 25% of the total floor area of the dwelling or one accessory structure may be used for the business.
7. All activities and storage areas must be conducted in completely enclosed structures.
8. No home business may cause odor, vibration, noise, electrical interference, or voltage fluctuations perceptible form beyond the property line.
9. The sale of merchandise or other products are prohibited except when conducted exclusively by phone or internet. Any other retail sales must be incidental to the home occupation and not the main business.
10. Exterior signage for a home business is prohibited.
11. No building addition or construction of a new accessory structure associated with a home business is allowed.
12. Deliveries of material to and from the premises shall not require the use of vehicles other than passenger vehicles and/or those of parcel post or similar service vehicles.
13. Home day cares with four or less children may be approved as a minor home business while daycares with 4-10 children must receive Planning Commission approval.

This form is required to be signed and completed by a planning staff member before you apply for a business license to operate within the city. Businesses with no physical location in the city are not required to complete this form.

Applicant Signature

Date

Zoning Approved

Date

Applicant must provide the following documentation to complete a business license application.

ONLY BUSINESS LICENSE APPLICATIONS THAT INCLUDE ALL OF THE FOLLOWING WILL BE ACCEPTED BY THE REGULATED INDUSTRIES DIVISION FOR FINAL PROCESSING:

- COMPLETED ZONING APPROVAL (This Form)
- BUSINESS LICENSE APPLICATION
- BUSINESS LICENSE FEE
- CERTIFICATE OF INSURANCE