

License # _____ Issued: _____ Cost: _____

OFFICE OF THE CITY LICENSE INSPECTOR
CITY HALL 320 EAST MCCARTY STREET
JEFFERSON CITY, MO 65101
(573)634-6322 FAX: (573)634-6329
BUSINESS LICENSE APPLICATION

**YOU MAY NOT CONDUCT BUSINESS UNTIL BUSINESS LICENSE
IS APPROVED AND ISSUED.**

Please Print or Type All Information

Date: _____

Business Name: _____

Business Location Address: _____

Phone No.: _____ Fax No.: _____ Mobile No.: _____

Mailing Address: _____

Owner Name: _____ Owner Phone: _____

Owner Home Address: _____

If more than one owner, please use back of form.

Type of Business: _____

() New Business Existing (check one) _____ Change in ownership _____ Change in location
() Owner () LLC () Partnership () Corporation

Home Based Business: _____ Yes _____ No Inside City Limits: _____ Yes _____ No
(If answered **yes to both** you will need the Home Occupation Application)

Missouri State Sales Tax I.D. Number (if applicable): _____

Required to Carry Worker's Compensation Insurance under Mo. State Law: _____ Yes _____ No
(If yes we will need a copy of your certificate of insurance)

Signature: _____

(Owner, Partner, Manager)

APPROVAL REQUIRED

Zoning Classification: _____

Home Occupation Permit Approved and issued Date: _____

Community Development: _____ Date: _____

Environmental Services: _____ Date: _____

Building Regulations Division: _____ Date: _____

Fire Department: _____ Date: _____

The above business complies with all Ordinances of the
City of Jefferson, including Zoning Ordinance.

Finance Department: _____ Date: _____

CITY OF JEFFERSON, MISSOURI

City Hall - 320 E. McCarty
Jefferson City, MO 65101

Phone: (573) 634-6322

Check Must Accompany
this Statement.

ANNUAL STATEMENT FOR ADVANCE ESTIMATE FOR MERCHANT'S BUSINESS LICENSE UNDER THE TERMS OF THE JEFFERSON CITY CODE.

License due July 1, and Delinquent September 1, September Penalty 10%, Penalty Increases Monthly by 1%

ADVANCE STATEMENT

I, or we the undersigned, duly authorized agent or agents of

Located At:

Declare and estimate that the gross sales volume of said business for the ensuing year beginning 07-01-09 and ending 6-30-10 will fall within the \$_____ and over but less than \$_____ bracket described by ordinance.

Amount Due for 2010 \$ _____
Add Penalties if Due \$ _____

Total Amount of Check \$ _____

Sign Here

BRACKET SYSTEM TABLE*

Gross Receipts	License Cost	Gross Receipts	License Cost
Less than \$50,000.00	\$25.00	\$1,000,000.00 but less than \$1,500,000.00	\$225.00
\$50,000.00 but less than \$100,000.00	\$50.00	\$1,500,000.00 but less than \$2,000,000.00	\$250.00
\$100,000.00 but less than \$250,000.00	\$80.00	\$2,000,000.00 but less than \$3,000,000.00	\$275.00
\$250,000.00 but less than \$500,000.00	\$120.00	\$3,000,000.00 but less than \$4,000,000.00	\$300.00
\$500,000.00 but less than \$750,000.00	\$160.00	\$4,000,000.00 but less than \$5,000,000.00	\$325.00
\$750,000.00 but less than \$1,000,000.00	\$200.00	\$5,000,000.00 and over	\$350.00

*This table to be used in determining the cost of license.

This copy to be returned to the office of the City License Inspector. Payment must accompany this statement. Make all checks payable to the City of Jefferson.

****APPLICANT COPY****
CITY OF JEFFERSON
(Please keep this copy)

GROSS RECEIPTS/RETAIL LICENSE

To operate a retail/gross receipts (you must charge sales tax to qualify) business you are required to submit the following information:

1. A completed business license application with contact information. Business owners will be required to contact **Fire Department at 573-634-6407** to schedule an inspection. Businesses that require an inspection are **new businesses, businesses relocating to a new location or a change in business type** (i.e. retail to office). You will not need an inspection for a home based business or if you are outside city limits.

You will not be allowed to open for business until application is approved by the Fire Department.

2. A copy of your Missouri State Sales Tax I.D. number certificate if applicable. No license will be issued if applicant has any financial obligations due to the City or the State of Missouri.
3. The license fee must be made payable to the City of Jefferson. Page 2 of the application shows the brackets for gross receipts that will determine your fee. After January the license fee will pro-rate to half and remain that amount until June 30th. The license year is July 1st through June 30th.
4. Contact Cole County at 573-634-9124 to find out if you are required to hold a business license with the county.

If you have any questions or require further information, you may contact my office at:

Business Services Administrator
Lorrie Jarrett
City of Jefferson - Finance Department
320 East McCarty Street
Jefferson City, MO 65101
Phone : 573-634-6322 Fax : 573-634-6329
Ljarrett@jeffcitymo.org