

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@jeffersoncitymo.gov) 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@jeffersoncitymo.gov 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@JEFFERSONCITYMO.GOV

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

CHECK ONE OF THE FOLLOWING: NEW BUSINESS: CHANGE IN GOODS/SERVICES TO BE OFFERED:
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
			greater of \$12.00 or \$2.00 per sleeping unit
Abstract Agency	\$ 40.00	Hotels/Motels/Short Term Rentals	
Advertising	\$ 60.00	Insurance Agent/Broker	\$ 20.50
Amusements, per Machine	\$ 5.00	Janitorial/Cleaning	\$ 50.00
Architects	\$ 50.00	Junk Dealers/Recycler	\$ 75.00
Artists	\$ 15.00	Karate Instructors	\$ 60.00
Auctioneers, per Day	\$ 10.00	Key & Locksmith Shop	\$ 30.00
Auctioneers, per Year	\$ 50.00	Lawn Care/Landscaping	\$ 50.00
Auto & Truck Rental Agency	\$ 75.00	Loan Company	\$100.00
Auto Yard, per Space	\$ 2.00	Long Distance Telephone Company	\$ 350.00
Bank or Banking Facility	\$150.00	Manufacturing Agent	\$ 60.00
Barbershop, for First Chair	\$ 10.00	Manufacturing Companies	\$100.00
Plus \$5 per year for each additional chair	\$ 5.00	Marijuana Facility - Medical	\$350.00
Beauty Parlor, per Shop	\$ 10.00	Marijuana Facility - Recreational	\$350.00
Plus \$5 per Operator	\$ 5.00	Marijuana Facility - Combo (Medical/Recreational)	\$600.00
Beauty School	\$ 50.00	Massage Therapy	\$ 50.00
Billiard or Pool Tables, per Table	\$ 10.00	Merry-Go-Rounds, per Week	\$ 10.00
Bottling Works	\$100.00	Miniature Golf Course	\$ 40.00
Boxing or Wrestling Exhibitions	\$ 50.00	Minnow & Fish bait Dealers	\$ 15.00
Bowling Alley, per Alley	\$ 10.00	Movie Theaters	\$100.00
Brokers/Stocks/Bonds	\$ 75.00	Moving & Storage Companies	\$ 75.00
Business Schools (private)	\$ 60.00	Painting & Wallpaper Contractors	\$ 60.00
Business Unspecified	\$ 50.00	Palmists	\$100.00
Bus Leasing Service	\$ 60.00	Pawnbroker	\$ 50.00
Cabinetmaker Shops	\$ 60.00	Photographers	\$ 50.00
Carnivals, per Day	\$100.00	Private Investigators	\$ 60.00
Car Wash (independent of a srvc station/garage)	\$ 60.00	Real Estate Brokers/Appraisals	\$ 60.00
Caterer	\$ 50.00	Security/Surveillance	\$ 50.00
Circus, per Day	\$100.00	Shooting Galleries	\$ 50.00
Cleaning & Pressing Establishment	\$ 50.00	Skating Rink	\$ 60.00
Coal Dealer	\$ 40.00	Storage Warehouse	\$ 75.00
Collection Agencies	\$ 60.00	Surveying/Engineering	\$ 75.00
Concerts, per Day	\$ 5.00	Tailors	\$ 15.00
Consulting/Therapy Mgmt./Counseling	\$ 60.00	Tax Service	\$ 50.00
Contractors & Subcontractors	\$ 75.00	Taxicabs or Limo, per Vehicle	\$105.00
Dancing School/Studio	\$ 60.00	Towel, Linen, Uniform & Apron Supply Svcs	\$ 60.00
Dry Cleaners	\$ 50.00	Trailer Courts, per Trailer Stall	\$ 2.00
Employment Agency or Office	\$ 60.00	Travel Agencies	\$ 60.00
Express Company Agency	\$100.00	Truck Terminals	\$100.00
Exterminators	\$ 50.00	Water Service Company	\$100.00
Fortune Tellers	\$100.00	Wholesale Merchant	\$100.00
Gymnastics/Health Club	\$ 60.00	Wood Dealers	\$ 40.00
Heating/Air Conditioning ONLY	\$ 50.00		

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

RATE MULTIPLIER (TABLE 2)

<i>Application Month</i>	<i>Rate Multiplier</i>	<i>Application Month</i>	<i>Rate Multiplier</i>
January	No Prorating	July	0.50000
February	0.91666	August	0.41666
March	0.83333	September	0.33333
April	0.75000	October	0.25000
May	0.66666	November	0.16666
June	0.58333	December	0.08333

License Fee (Table 1) _____ x Rate Multiplier (Table 2) _____ = Amount Due _____) (Round the amount to the nearest cent.