

BUSINESS LICENSE APPLICATION CHECK LIST

Thank you for choosing to do business in the City of Clever. Below is a check list of items to take into consideration prior to completing your application. Following the items listed below will help to expedite your application approval process.

*****PLEASE NOTE***** - Per City Ordinance, it is unlawful to operate a business before receiving your Business License. (Section 605.010)

Please allow two weeks for processing and approval of your application. A business license number will be assigned to the application when your application is submitted to the City of Clever. However, the license number is not valid until the application has been approved by the Clever Board of Alderman and a certificate has been issued.

CHECKLIST ITEMS

- Business License Application must be filled out completely.
- If you will be operating the business out of you home, please obtain and complete the form titled, "Home-Based Business Questionnaire". This form is available at City Hall.
- If you will be operating any type of construction business, you must provide an updated copy of your Worker's Comp Liability Certificate pursuant to (RSMo. 287.061).
- If you collect any sales tax, you must provide your Missouri Tax Identification Number and submit a "No Tax Due" statement issued within 90 days of the Application Date.
- If you provide any food services, a copy of your health inspection must be submitted with Application. You will need to contact the Christian County Health Department as soon as possible.
- If you will be doing any remodeling to your business location, you must first apply for a building permit with the Building Inspector.
- If you will be erecting or displaying a sign for your business, please contact the Planning and Zoning Department for a sign permit, if necessary.

If you have any questions regarding any of the listed requirements, please contact City Hall.



Business License Application

License Number: _____

Application Guidelines

1. If you are required to pay sales tax to the City of Clever, you must have a sales tax ID number issued by the State of Missouri. State Statutes require any business doing any type of retail sales to obtain a "No Tax Due" Statement from the Department of Revenue – before a business license can be issued.
2. If you are a contractor or sub-contractor, you are required to provide an updated copy of your Workers' Compensation Insurance pursuant to section RSMo. 287.061.
3. If your business is home based, you will be required to complete the form labeled "Home Based Business Questionnaire" and submit this additional form with your business license application.
4. If you plan to make any changes to the building or property associated with the business, you are required to contact the Planning and Zoning Commission prior to the approval of your business license.

Applicant Information

Applicant Name: _____ Date: _____

Mailing Address: _____ Phone: _____

City, State, Zip: _____ Email: _____

Business Information

Business Name: _____

Business Address: _____

Business Phone #: _____

Business Owner Name: _____

Type of Business: _____

Missouri State Sales Tax ID Number: _____

Yes No Is your business home based? (if yes, please complete the form, "Home Based Business Questionnaire")

Yes No Do you plan to make any changes to the building or property associated with the business? (If yes, please contact the Planning and Zoning Commission prior to the approval of your business license).

CITY OF CLEVER OFFICE USE ONLY

License Fee Collected: \$ _____ Date Paid: _____

Approval Date: _____ City Clerk: _____

Mayor: _____



Clever Business Emergency Contact Information

Dear Business Owner,

The Clever Police Department would like to keep on file the names of emergency contacts for your business. All names listed will be kept confidential and the information provided is for the use of the Clever Police Department only.

The information provided will be used only if property damage is found, if a crime is committed at the business after normal business hours, if a door is found open after the business is closed, or any other emergency situation.

Thank you,

Randall Bruce, Chief of Police
City of Clever

Business Name: _____
Business Address: _____
Business Phone #: _____
Owner(s) Name: _____

1st Emergency Contact #: _____
Phone Number: _____
Do they have a key to the business? _____

2nd Emergency Contact #: _____
Phone Number: _____
Do they have a key to the business? _____

3rd Emergency Contact #: _____
Phone Number: _____
Do they have a key to the business? _____