

## 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.

Thank you,

Randall Bruce, Chief of Police  
City of Clever

**Business Name:**

**Business Address:**

**Business Phone #:** \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_  
\_\_\_\_\_

1<sup>st</sup> Emergency Contact #: \_\_\_\_\_

Phone Number:

Do they have a key to the business? \_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> Emergency Contact #:

Phone Number:

Do they have a key to the business? \_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> Emergency Contact #:

Phone Number:

Do they have a key to the business? \_\_\_\_\_  
\_\_\_\_\_