



CITY OF HOLTS SUMMIT Business License Application

The Mission of the City of Holts Summit is to provide a safe, livable, and sustainable community for our present and future citizens.

SECTION 1. In accordance with Sec. 12-21 of the City Code it is unlawful for any person or entity, other than a non-for-profit entity, either directly or indirectly, to conduct or engage in any business within the city, or to use in connection therewith, any vehicle, premises, machine or device unless such person or entity is in possession of a license therefor issued by the city as provided in this chapter. In accordance with Sec 12-23 of the City Code a person or entity shall be deemed to be conducting or engaging in business and thus subject the licensing requirements of this article upon the doing of any one of the following acts within the city: (1) Selling any goods or services. (2) Soliciting business or offering goods or services for sale or hire. (3) Acquiring or using any vehicle or any premises in the city for the purpose of selling any goods or services or soliciting business or offering goods or services for sale or hire.

SECTION 2. The Following items are to be acquired by the applicant prior to issuance of any license:

1. In accordance with RSMO 287.061 if you are a contractor in the construction industry, you must supply the City with either a Certificate of Insurance for Workers' Compensation coverage or an affidavit, the form of which shall be developed by the Division of Workers' Compensation, signed by the applicant attesting that the contractor is exempt. Toll-free telephone number for information 1-800-775-2667.
2. If you are a retailer, you must submit a copy of your State of Missouri Sales Tax License and no Sales Tax Due affidavit.
3. Plumbers and Electricians are required to submit proof of certification. *Ex/State license, Masters, or Journeyman's card*
4. Application must be filled out in full by the **LEGAL** Owner, Co-owner, Manager, or Agent.

SECTION 3. Following completion of application, please allow a minimum of 7-10 business days for processing.

Applicants Name: _____ ☐ Owner ☐ Co-Owner ☐ Manager ☐ Agent

Address: _____

Business Name: _____

Physical Address of Business: _____

Mailing Address of Business: _____

Phone #: _____ **Email:** _____

Type of Business or Description: _____

Plumber or Electrician? ☐ Yes ☐ No *If "Yes", MUST attach proof of certification.*

Name of Business Manager: _____ **Phone #:** _____

Does the business have a commercial boiler, commercial heater, or pressure vessel on the premises? ☐ Yes ☐ No
If "Yes", MUST attach the most recent and valid state inspection certificate from the Department of Public Safety/Division of Fire Safety. For more information pertaining to the inspection or to obtain a copy of certificate contact (573) 751-8708.

Federal Employer ID Number (FEIN): _____ **Missouri State ID:** _____

Number of Paid Employees: Part Time: _____ **Full Time:** _____

Required to Carry Workers' Compensation, Per Missouri State Statute §287.061? ☐ Yes ☐ No

If "Yes", MUST attach the most recent and valid certificate of insurance for workers' compensation coverage.

(Retail Businesses Only) Missouri State Sales Tax ID: _____ MUST provide a "No Sales Tax Due Affidavit" and a copy of your Missouri State Sales Tax License.

Pursuant to City of Holts Summit Code of Ordinances Chapter 12 Section 25(c): The application shall expire, and the license fee shall be forfeited to the city, if supporting documents as required under this section are not submitted with the application, or upon approval by the clerk, received within ten working days of the date of the application.

Form Last Amended on 03/26/2024 in accordance with the Code of Ordinances of the City of Holts Summit, Missouri Chapter 12

Please check one: ☐ New License ☐ License Renewal

Fees: (Pursuant to City of Holts Summit Code of Ordinances Chapter 12 Section 27)

A non-refundable fee of 25% per application shall be charged in advance for each delinquent application for a business license that has expired.

TABLE 1

Gross Receipts	License Cost	Gross Receipts	License Cost
Less than \$50,000.00	\$50.00	\$1,000,000.00 but less than \$1,500,000.00	\$250.00
\$50,000.00 but less than \$100,000.00	\$75.00	\$1,500,000.00 but less than \$2,000,000.00	\$275.00
\$100,000.00 but less than \$250,000.00	\$105.00	\$2,000,000.00 but less than \$3,000,000.00	\$300.00
\$250,000.00 but less than \$500,000.00	\$145.00	\$3,000,000.00 but less than \$4,000,000.00	\$325.00
\$500,000.00 but less than \$750,000.00	\$185.00	\$4,000,000.00 but less than \$5,000,000.00	\$350.00
\$750,000.00 but less than \$1,000,000.00	\$225.00	\$5,000,000.00 and over	\$375.00

Temporary Business	\$5.00 per day	\$50.00 per year
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A Temporary Business means any business which shall be conducted or operated for less than 14 consecutive days.

A detailed list of business types can be found at www.holtssummit.org under Municipal Code Chapter 12 Section 27 and definitions of each type can be found under Chapter 12 Section 2.

****ONLY FOR NEW BUSINESSES APPLYING AFTER JUNE 30TH ****

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

TABLE 2

Application Month	Rate Multiplier	Application Month	Rate Multiplier
June – August	No Proration (100%)	September – November	90%
December – February	80%	March through May	70%

License Fee (Table 1) _____ X Rate Multiplier (Table 2) _____ = Amount Due _____

All licenses shall expire on June 30 of each calendar year. Renewal licenses shall be submitted to the City Clerk with the appropriate application fee no more than 90 days and no less than 10 days prior to June 30 of each year.

Please check one: ☐ Mail License ☐ Pick up License ☐ Email License

Applicant Signature: _____ Date: _____

For Office Use Only

License Fee: _____ Amount Paid: _____ Date Paid: _____ Method of Payment: _____

Receipt #: _____ Zone: _____ All Codes & Requirements Met: ☐ Yes ☐ No

City Clerk Approved: ☐ Yes ☐ No Signature: _____ Date: _____

Additional Information or Comments: _____

_____ Date Issued: _____

Effective Date: _____ Expiration Date: _____ Permit #: _____