



# City of Byrnes Mill

141 Osage Executive Circle • Byrnes Mill, MO 63051  
t: (636) 677-7727 • f: (636) 677-5533  
www.byrnesmill.org

### OFFICE USE ONLY

Approved Occ. Insp.  Yes  No Date: \_\_\_\_\_

Bus. License # \_\_\_\_\_

Occ. Insp. Fee:  Cash  Check # \_\_\_\_\_  Credit/Debit

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Bus. Lic. Fee:  Cash  Check # \_\_\_\_\_  Credit/Debit

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

## BUSINESS LICENSE APPLICATION

Name of Business: \_\_\_\_\_

Name of Owner/Person to Appear on License: \_\_\_\_\_

Business Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Type of Organization:            Individual                            Partnership                            Corp.                            LLC.

### Building Property Information

Property Owner \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**New businesses** if leasing, please include a copy of lease agreement with application

### PLEASE REMIT SEPARATE PAYMENTS FOR BUSINESS LICENSE AND OCCUPANCY PERMIT

**OCCUPANCY PERMIT:**                            **\$50.00**

### **NON-RETAIL ESTABLISHMENTS**

Defined as: Any business wherein less than fifty percent (50%) of its annual revenue is subject to a sales tax as defined by the Missouri Revised Statutes

**LICENSE FEE \$** \_\_\_\_\_ **(SEE ATTACHED IMPOSITION OF LICENSE FEE)**

### **RENTAL PROPERTIES ONLY**

No. of Units in Building: \_\_\_\_\_

### **RETAIL ESTABLISHMENTS**

Defined as: Any business wherein fifty percent (50%) or more of its annual revenue is subject to a sales tax as defined by the Missouri Revised Statutes

I, \_\_\_\_\_, the owner/operator of the above business, do solemnly swear upon my oath that the gross receipts for merchandise sold in the City of Byrnes Mill, Missouri, during the period of January 1st through December 31st \_\_\_\_\_ have amounted to \$ \_\_\_\_\_. (Please include a copy of annual Profit/Loss Statement)

License Fee \$ \_\_\_\_\_ (\$0.50 per \$1,000.00 or fraction thereof. Minimum license fee is \$50.00)

**Businesses that have not operated for a full twelve-month period must estimate the amount of gross receipts that the business would expect to experience for the period.**

**NEW BUSINESS APPLICATIONS ONLY**

Include with license application a detailed letter describing the proposed business operations. Make sure to include all products and services along with total number of employees, both full and part-time.

|   |     |   |
|---|-----|---|
| Does your Business have Vending Machines? | YES | NO  |
| Will there be any liquor sales?           | YES | NO (if yes, a separate liquor license will be needed) |

**MO Sales Tax ID #** \_\_\_\_\_

IF YOUR BUSINESS CHARGES SALES TAX YOU MUST INCLUDE A CURRENT CERTIFICATE OF NO TAX DUE FORM FROM THE MISSOURI DEPARTMENT OF REVENUE (may be obtained by calling Missouri Department of Revenue at (573) 751-3505 or on their website at [www.dor.mo.gov](http://www.dor.mo.gov))

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED ON THIS APPLICATION IS A TRUE STATEMENT. I AM AWARE THAT FALSIFYING OR MISREPRESENTING ANY INFORMATION ON THIS APPLICATION WILL RESULT IN REVOCATION OF THE BUSINESS LICENSE. I AM ALSO AWARE THAT OPERATING IN VIOLATION OF ANY MUNICIPAL, STATE, OR FEDERAL STATUTES WILL CAUSE REVOCATION OF THE BUSINESS LICENSE.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant Name (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

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**Additional Requirements to Include with Application**

- If business provides a product subject to retail sales tax include "Certificate of No Tax Due" indicating no outstanding sales taxes are due. To obtain your Certificate of No Tax Due contact the Department of Revenue's Taxation Division at (573) 751-9268 or visit [www.dor.mo.gov/business/sales/notaxdue](http://www.dor.mo.gov/business/sales/notaxdue)
- If applicable, include a Federal Form 501-C-3 indicating tax exempt status in order to waive business license fee.
- CONTRACTORS ONLY—Include a copy of Certificate of Insurance for current Workers' Compensation Coverage or an affidavit by applicant attesting that the contractor is Workers' Compensation exempt. Questions should be addressed to the Missouri Division of Workers' Compensation at (800) 775-2667, or your insurance company.

**NO COMMERCIAL BUILDING SHALL BE OCCUPIED UNTIL AN OCCUPANCY PERMIT HAS BEEN ISSUED**

CITY OF BYRNES MILL  
EMERGENCY CONTACT INFORMATION

**CONFIDENTIAL**

Please complete this form in its entirety and return with your business license application.

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**Security/Alarm Information**

Automatic/Sensor Lights      YES      NO

Knox Box      YES      NO

Safe      YES      NO

Alarm      YES      NO

Type of Alarm System (mark all that apply): \_\_\_\_\_

Alarm Monitoring Company: \_\_\_\_\_

Alarm Monitoring Company Phone: \_\_\_\_\_

Perimeter Monitoring      YES      NO

Interior Monitoring      YES      NO

Fire Monitoring      YES      NO

Video Surveillance      YES      NO

Who Responds First: \_\_\_\_\_

**Section 605.030 Classification — Merchants, Manufacturers and Miscellaneous Service Occupations.  
[R.O. 2011 §605.030; Ord. No. 142A-90 §IV, 1-3-1990]**

A business shall be classified as that of a merchant, manufacturer or miscellaneous service occupation according to the principal activity of the business as determined by the volume of sales or gross receipts; but if a portion of the business of a merchant or miscellaneous service occupation consists of activities herein defined as those of a manufacturer, as part of the license fee, a fee of seven and one-half (7.5) mills (three-fourths of one percent (.75%)) shall be paid on the value of the highest amount of raw material, goods in process, and finished products and the largest amount of tools, machinery and appliances used in that portion of the business as in the case of a "*manufacturer.*"

**Section 605.035 Persons Not to Be Charged for Business License.**

- A. No person following for a livelihood the profession or calling of minister of the gospel, duly accredited Christian Science practitioner, teacher, professor in a college, priest, lawyer, certified public accountant, dentist, chiropractor, optometrist, chiropodist, or physician or surgeon in this City shall be taxed or made liable to pay any municipal or other corporation tax or license fee of any description whatever for the privilege of following or carrying on such profession or calling, and after December 31, 2003, no investment funds service corporation as defined in Section 143.451, RSMo., may be required to pay any such license fee in excess of twenty-five thousand dollars (\$25,000.00) annually, any law, ordinance or Charter to the contrary notwithstanding.
- B. No person following for a livelihood the profession of insurance agent or broker, veterinarian, architect, professional engineer, land surveyor, auctioneer, or real estate broker or salesman in this City shall be taxed or made liable to pay any municipal or other corporation tax or license fee for the privilege of following or carrying on his/her profession unless that person maintains a business office within the City of Byrnes Mill.

**Section 605.050 Method of Calculating License Fees.  
[R.O. 2011 §605.050; Ord. No. 142A-90 §VI, 1-3-1990]**

- A. The license fee of a merchant shall be calculated at a rate of fifty cents (\$0.50) on each one thousand dollars (\$1,000.00) or fractional part thereof on the total amount of sales of goods, wares and merchandise in the State of Missouri arising out of a business wholly or partly conducted at any store, stand or place in the City. The minimum license fee is twenty-five dollars (\$25.00).
- B. The license fee of a manufacturer shall be calculated at a rate of fifty cents (\$0.50) on each one thousand dollars (\$1,000.00) or fractional part thereof on the total amount of sales of goods manufactured by them in the City wherever such sales may be made. The minimum license fee is one hundred dollars (\$100.00).
- C. The license fee of a miscellaneous service occupation shall be twenty-five dollars (\$25.00) per year unless established otherwise.

Section 605.070 **Imposition of License Fee.**

**[R.O. 2011 §605.070; Ord. No. 142A-90 §VIII, 1-3-1990; Ord. No. 707-09 §1, 5-20-2009; Ord. No. 867-16 §1, 8-3-2016]**

There is hereby imposed upon the privilege of the use of the license for doing the following businesses and occupations within the City an annual license privilege fee as set forth below on or before July first (1st) of each year:

| <b>Occupation</b>                                       | <b>Fee</b>               |
|---|--------------------------|
| Abstracting   | \$50.00                  |
| Agents (not otherwise listed herein)                    | \$30.00                  |
| Amusement Park  | \$100.00                 |
| Apartment House   | \$1.00 per unit in       |
| Auctioneer  | \$50.00 per day          |
| Automobile Painting                                     | \$50.00                  |
| Automobile Parking, Garage, Parking Lot                 | \$50.00                  |
| Automobile Repair                                       | \$100.00                 |
| Automobile Repair (in conjunction with Service Station) | \$50.00                  |
| Banks and bank facilities                               | \$500.00                 |
| Barber Shop   | \$3.00 per chair         |
| Minimum   | \$25.00                  |
| Beauty Shop   | \$3.00 per dryer         |
| Minimum   | \$25.00                  |
| Bowling Lanes   | \$10.00 per lane         |
| Boxing  | \$30.00 per day          |
| Broker (financial)                                      | \$50.00                  |
| Clinic, Medica  | \$200.00                 |
| Collection Agency                                       | \$100.00                 |
| Communication tower (regardless of number of antennas)  | \$1,500.00 per tower     |
| Contractor (general - concrete, painting, etc.)         | \$30.00                  |
| Delivery Service  | \$30.00                  |
| Detective, Investigative, Security Agency               | \$50.00                  |
| Employment Agency                                       | \$75.00                  |
| Exterminator  | \$30.00                  |
| Fortune Teller, Palmist                                 | \$100.00 per day         |
| Health Club, Spa  | \$75.00                  |
| Hospital, Medical Institution, etc.                     | \$200.00                 |
| Hotel, Motel  | \$5.00 per sleeping room |
| Ice Cream Vendor  | \$25.00                  |
| Insurance Company (claim, home, branch office)          | \$250.00                 |
| Insurance Agency  | \$50.00                  |

| <b>Occupation</b>   | <b>Fee</b>   |
|---|--|
| Insurance Agent   | \$30.00  |
| Junk Yard   | \$1,000.00   |
| Laundromat (three (3) or more coin-operated laundry machines located in one (1) facility or multi-building complex) | \$25.00 with no coin sticker required for washers and dryers             |
| Loan Company  | \$250.00   |
| Manufacturing   | \$.50 per \$1,000.00 of gross sales                                      |
| minimum   | \$100.00   |
| Massage Parlor  | \$300.00   |
|   | \$25.00 per attendant  |
| Miniature Golf  | \$50.00  |
| Miscellaneous Service (Includes all services business except those subject to exclusion by Section 71.620, RSMo.)   | \$200.00   |
| Mobile Home Park  | \$5.00 per trailer or pad  |
| Newspaper   | \$30.00  |
| Nursing Home  | \$100.00   |
| Office Building   | \$.10 per sq. ft. of office area utilized by owner of building           |
| Minimum   | \$50.00  |
| Pawn Broker   | \$400.00   |
| Photograph Studio   | \$50.00  |
| Pool Hall/Table - Game Table  | \$10.00 per table  |
| Public Halls  | \$100.00   |
| Printer   | \$75.00  |
| Real Estate Agency  | \$50.00  |
| Real Estate Agent   | \$30.00  |
| Rental, Tool, Truck, Trailer  | \$75.00  |
| Residential and Commercial Rental Property  | \$5.00 for every rental unit or mobile home pad (occupied or unoccupied) |
| Retail  | \$.50 per \$1,000.00 of gross sales                                      |
| Minimum   | \$50.00  |
| School, Dancing or Music  | \$75.00  |
| School, Vocational or Trade   | \$75.00  |
| Sign Painter  | \$30.00  |
| Skating Rink  | \$50.00  |
| Surveying Company   | \$30.00  |
| Telegraph Company   | \$75.00  |
| Temporary or seasonal retail or service   | \$25.00  |
| Theater   |  |
| Walk In   | \$.50 per seat   |
| Drive In  | \$2.00 per speaker   |
| Minimum   | \$200.00   |

| <b>Occupation</b>  | <b>Fee</b>        |
|--|-------------------|
| Trash, Rubbish and Garbage Collector   | \$150.00          |
| Travel Agency  | \$50.00           |
| Undertaker   | \$100.00          |
| Warehouse  | \$.10 per sq. ft. |
| Minimum  | \$50.00           |
| All businesses operated from home  |                   |
| Minimum  | \$25.00           |
| All business and occupations not covered above or by the merchants, manufacturers, or miscellaneous service occupation tax | \$25.00           |
| All others   | \$25.00           |

**Section 605.080 Temporary or Seasonal Sales or Services.**

**[R.O. 2011 §605.080; Ord. No. 142A-90 §IX, 1-3-1990; Ord. No. 707-09 §1, 5-20-2009]**

- A. Any person desiring to provide sales or services outside of an enclosed building, other than the occupant or licensee of such building, shall file an application with the City Clerk, which shall be forwarded to the Board of Alderpersons for approval. The said application shall contain all pertinent information as required by the City, including the sales tax number of the applicant, the nature of the proposed sales or services and the dates of operation. Such application may be approved by the Board of Alderpersons if the applicant complies with the following provisions:
1. Each business required to have a sales tax number must use a cash register, which shall be located within an enclosure to register all sales therefor.
  2. The traffic and parking must be in compliance with the City ordinances and the temporary usage shall not cause any premises to have fewer than the required parking spaces.
  3. The person operating the sale or service shall prohibit patrons from throwing trash on or about the streets, sidewalks or on its property, and if this be done, the person operating the sale or service shall police and clean such areas. The exterior portions of the premises shall be properly cleaned and maintained.
  4. Written permission of the property owner or property occupant for specific days and location must be filed with the application.
- B. Upon approval by the Board of Alderpersons, a fee of twenty dollars (\$20.00) shall be paid to the City Clerk by the applicant for a temporary business license for a maximum of five (5) days.
- C. Upon approval by the Board of Alderpersons, a fee of twenty-five dollars (\$25.00) shall be paid to the City Clerk by the applicant for a license for a business characteristic of the season for a maximum of sixty (60) days.

**Section 605.110 Delinquency in Filing Application.**  
**[R.O. 2011 §605.110; Ord. No. 142A §XII, 1-3-1990]**

Every person required to file an application for a license to do business under the provisions of this Chapter who shall fail to file such application with documentation as required on or before June fifteenth (15th) or the date of commencement of business, whichever is later, because of willful disregard of the filing requirement or negligent disregard thereof, shall be charged a penalty of ten dollars (\$10.00) for each day that the failure to file continues. The taxpayer's securing of an extension of time in which to file shall stay the accrual of penalty. An application shall be considered to have been timely filed if postmarked prior to midnight of the due date.

**Section 605.120 Delinquent Taxes and Fees.**  
**[R.O. 2011 §605.120; Ord. No. 142A-90 §XIII, 1-3-1990; Ord. No. 771-12 §1, 2-1-2012]**

- A. Fees due under this Chapter shall be due and payable on July first (1st) of each year or the date of commencement of business, whichever is later, and shall be payable without penalty or interest through July first (1st). No fees can be accepted by the City Clerk without a proper application and attached documentation. Thereafter, a penalty shall accrue at the rate of five percent (5%) of the fee due for the first (1st) month of delinquency or part thereof and at the rate of one percent (1%) per month or part thereof for each succeeding month of delinquency until a maximum penalty of twenty-five percent (25%) has been accrued. At any time during delinquency, the City Clerk may terminate the delinquent licensee's authorization to do business after the passage of fifteen (15) days from the date of mailing, by registered or certified mail with return receipt requested, of a notice of delinquency to the offending licensee. The City Clerk may, with the concurrence in writing of the City Attorney, waive any or all of the penalties provided herein for good cause shown, provided however, that for any period for which penalty is waived, interest at the legal rate shall be collected on the amount of the delinquency.
- B. No license herein shall be issued until the applicant has paid all personal and real property taxes required to be paid by such applicant and other fees and assessments due and owing to the City, this shall include all charges for sewerage service billed to said applicant. The licensee must be current in paying such property taxes, sales taxes, fees and assessments, and in the event he/she is not current, any license herein granted can be suspended or revoked unless such sums have been paid in full within three (3) calendar weeks after notification by the City Clerk that such taxes or fees are unpaid. Payment of delinquent taxes and fees shall be delivered to the City Clerk for forwarding to the appropriate agency.