



P. O. Box 159, Liberty, Missouri 64069 • Ph. 816-439-4463 • Fax 816-439-4464

**CHECKLIST FOR NEW BUSINESS/CRAFTSMAN LICENSE APPLICATION**

*We require proof of state and county compliance.*

*Please submit your application and copies of the following documents if applicable:*

**Non-Contractors:**

**Missouri Retail Sales Tax License and No Tax Due Statement**

Retail and/or wholesale businesses must contact the Missouri Department of Revenue (573-751-5860) to obtain a Missouri Retail Sales Tax License and a No Tax Due Statement.

**Workers' Compensation Insurance**

Any business with five (5) or more employees must submit a copy of their certificate of insurance for workers' compensation. If claiming exempt, please **sign the Workers' Compensation Exemption Statement** on the application.

**Proof of General Liability Insurance**

A certificate of general liability insurance is required whether or not you have workers' compensation. Please list the certificate holder as City of Liberty, Attn: Business Licensing, P. O. Box 159, Liberty, MO 64069.

**Additional documents required for new businesses physically located in Liberty:**

**New Business Approval Guide (City website)**

**Emergency Contact Form (City website)**

**Copy of Driver's License**

**Fire Safety Inspection Report (City website)**

Please call the Liberty Fire Department at 816-439-4310 to schedule an inspection. Allow a minimum of 24 hours for scheduling. Liberty-based businesses will not be allowed to open or receive a business license without an inspection report.

**Clay County Business Personal Property Registration Form**

Please contact the Clay County Assessor at 816-407-3460 to register your business. Submit a copy of the registration form with your application.

**Clay County Health Permit (if applicable)**

Businesses handling perishable foods will be provided a letter to submit to the Clay County Public Health Center (816-595-4200) requesting an inspection for a food permit. Please provide a copy of the Food Establishment Inspection Report upon receipt.

**Hotel Tax Registration (if applicable)**

**Additional Notes:** All applications must be dated and signed by owner, officer or an authorized agent. New business license fees are \$50.00 payable to City of Liberty.

**Contractors:**

**Workers' Compensation Insurance**

Any business with five (5) or more employees must submit a copy of their certificate of insurance for workers' compensation. If claiming exempt, please **sign the Workers' Compensation Exemption Statement** on the application.

**Proof of General Liability Insurance**

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**Note:** Contractors performing work for the City of Liberty must provide a certificate of insurance showing the City of Liberty as additional insured and \$2,000,000 per occurrence for general liability coverage (City of Liberty as certificate holder.)

**Master Craftsman Certification**

Certificate of qualification from the City of Kansas City, Missouri for the master level craft (electrical, plumbing or mechanical) for each craftsman named on the application, **OR** proof of same individual passing a craft proficiency test dated 2003 or later with a score of 75% or better. Additional fees apply (see below).

**Additional documents required for new businesses physically located in Liberty:**

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**Copy of Driver's License**

**Clay County Business Personal Property Registration Form**

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**Additional Notes:** All applications must be dated and signed by owner, officer or an authorized agent. New business license fees are \$50.00 payable to City of Liberty.

Craftsman license fees are additional:  
One Craftsman License \$90.00  
Two Craftsman Licenses \$155.00  
Three Craftsman Licenses \$185.00