



CITY OF LIBERTY

Business License Application

Ph. (816) 439-4417
Website: www.libertymissouri.gov

Mail to: Finance Dept., City of Liberty
P. O. Box 159, Liberty, MO 64069

Check Applicable Box

New [\$50 fee]

Checklist:
 Δ Retail sales require a **Retail Sales Tax License** and **NO TAX DUE Statement** from the Missouri Dept. of Revenue at 573.751.5860
 Δ Service business – **General Liability Insurance Certificate** and **Worker's Compensation Certificate** (for companies with 5 or more employees)

Renewal [see Fee Schedule on back]

New Address

Checklist:
 Δ Retail sales require current **NO TAX DUE Statement** from the Missouri Dept. of Revenue
 Δ Service business – **General Liability Insurance Certificate** and **Worker's Compensation Certificate** (for companies with 5 or more employees)
 Δ Liberty based businesses must provide Clay County PAID tax receipt
 Δ Liberty based hotels/motels/bed & breakfasts must be current on Transient Guest Tax remittance and Commercial Lodging License

Liberty Based – Additional Items Needed:
 Δ Clay County – Business Property Registration at 816.407.3460
 Δ Copy of Driver's License
 Δ Complete **New Business Approval box** (see reverse side)
 Home based – must complete add'l checklist
 Δ Additional documents and State of Missouri credentials/licenses will be required for certain business types (ie. restaurants/bars/hotels/spas etc.)

Type of Business
 Retail Sales / Wholesale
 Restaurant / Bar
 Service
 Industrial/Manufacturing/Distribution

Entity Structure
 Sole Proprietorship
 Partnership
 LLC or LLP
 Corporation

Location
 Commercial
 Home Based
 Booth Rental (at: _____)

Description of Business: _____ **Number of Employees:** _____

Business Name (DBA): _____

Business Phone: _____

Legal Name (if different from DBA): _____

Email: _____

Business Address: _____

Mailing Address: Same as Business Address
[license and correspondence will be sent to mailing address]

City/St: _____ Zip: _____

City/St: _____ Zip: _____

Owner*: _____

Title: _____

Phone: _____

**This is the name that will appear on the license*

Local Contact: _____
 [For Liberty-based businesses - if different from name above]

For City Use Only	
See Fee Schedule (on reverse)	
NEW B/L Fee 100-41001-000	
Renewal B/L Fee 100-41000-000	
Other 100-41000-000	
Total:	

WORKER'S COMPENSATION EXEMPTION STATEMENT

I hereby certify that the business described in this application is exempt from the requirements of the Missouri Worker's Compensation Law and, therefore, per Section 287.061 RSMo, is not required to provide the city with a Certificate, but is signing this statement of exemption.

Signature: _____

I hereby certify that all statements (see reverse) herein are true:

**Note:*
 Application must be signed by an owner or authorized agent of the business.

Signature: _____

Title: _____

Date: _____

[For City Use Only] License NO. _____	Date Issued: _____	Renewal Month: _____
--	--------------------	----------------------

Fee Schedule

The business license fee is based on gross annual receipts, commissions or business in Liberty for the preceding 12 months.

City Business License ** (See City Code §§ 18-12 and 18-13)	
NEW Business	<input type="checkbox"/> \$ 50
If annual gross receipts in Liberty are between:	Annual Renewal Fee is:
<input type="checkbox"/> \$2,500 to \$100,000	<input type="checkbox"/> \$ 50
<input type="checkbox"/> \$100,001 to \$500,000	<input type="checkbox"/> \$ 150
<input type="checkbox"/> \$500,001 to \$1,000,000	<input type="checkbox"/> \$ 300
<input type="checkbox"/> \$1,000,001 to \$2,000,000	<input type="checkbox"/> \$ 450
<input type="checkbox"/> \$2,000,001 to \$3,000,000	<input type="checkbox"/> \$ 600
<input type="checkbox"/> \$ 3,000,001 to \$5,000,000	<input type="checkbox"/> \$ 750
<input type="checkbox"/> \$ 5,000,001 and over	<input type="checkbox"/> \$ 1,200

City Code Sec. 18-13.1 allows the City to examine business records relating to gross receipts, or commissions upon which fees are based.

** Includes Insurance/Real Estate Brokers & Agents.

New Business Approval (New Liberty retail/commercial locations must complete)

Please describe, in some detail, any and all work/improvements that will take place to prepare the space for the new business (e.g. new walls, electrical or plumbing work, new flooring etc.) in the box below:

Describe:

Signs - Do you plan on having any temporary or permanent signage?

Contact staff at 816-439-4539 for temporary signage, and 816-439-4543 for permanent signage.

General Information To Applicants

I hereby state the following:

- (1) that the above are true and accurate statements, and in accordance with valid city ordinances;
- (2) that this business will be conducted in compliance with all applicable Missouri state laws and Liberty city ordinances, including Section 30-80.1. of the City of Liberty Unified Development Ordinance, should this business be conducted as a home occupation in Liberty;
- (3) that all personal taxes due to the City of Liberty from the owner(s) of such business and all preceding merchant taxes for such businesses have been paid;
- (4) that the business will be operated in a fair, reasonable and responsible manner without misrepresentation, fraud, willful misconduct or false statement;
- (5) that, if the business ceases operating for any reason, all licenses will be immediately returned to the city clerk;
- (6) that, if there are changes or transfer of ownership, changes of address or changes in type of business conducted, the city clerk will be notified

All information provided is true and correct and provided under penalty of perjury. Signature REQUIRED on reverse side.