



# CITY OF LIBERTY

## Business License Application

Ph. (816) 439-4463 Fax (816) 439-4464  
 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:**

- △ Retail sales require a Sales Tax License and NO TAX DUE Statement from the Missouri Dept. of Revenue at 573.751.3505
- △ Worker's Compensation Certificate (for companies with more than five employees)

**Liberty Based – Additional Items Needed:**

- △ Clay County – Business Property Registration at 816.407.3460
- △ Copy of Driver's License
- △ Complete **New Business Section** (on reverse)
  - Home based – must complete add'l checklist
- △ Additional documents will be required for certain business types (ie. restaurants/bars/spas etc.)

**Renewal** [see Fee Schedule on back]

New Address

**Checklist:**

- △ Retail sales require NO TAX DUE Statement from the Missouri Dept. of Revenue
- △ Worker's Compensation Certificate (for companies with more than five employees)
- △ Liberty based businesses must provide Clay County PAID tax receipt
- △ Liberty based hotels/motels/bed & breakfasts must be current on Transient Guest Tax remittance

**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]

**\*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 of Insurance but is signing this statement of exemption.

Signature: \_\_\_\_\_

**\*Note:**

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

For City Use Only	
See Fee Schedule (on reverse)	
<b>Business License Fee</b> 10.20.3052	
<b>Penalty Fee</b> 10.20.3052	
Other	
<b>Total:</b>	

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

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**[For City Use Only]** License NO. \_\_\_\_\_

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

Renewal Month: \_\_\_\_\_

# Fee Schedule

[Check all that Apply]

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

<b>City Business License</b> (See City Code §§ 18-12 and 18-13)	
<b>NEW</b> 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

<b>Insurance/Real Estate Brokers &amp; Agents</b> (City Code §§ 18-12 and 18-14)	
If annual gross receipts are between:	Annual Renewal Fee is:
<input type="checkbox"/> \$ 0 to \$25,000	<input type="checkbox"/> \$ 50
<input type="checkbox"/> \$ 25,001 to \$50,000	<input type="checkbox"/> \$ 160
<input type="checkbox"/> \$ 50,001 to \$100,000	<input type="checkbox"/> \$ 320
<input type="checkbox"/> \$ 100,001 and over	<input type="checkbox"/> \$ 482

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

<p><b><u>New Liberty Based Businesses – Complete:</u></b></p> <p>Name of shopping center / development where business is located: _____</p> <p>Building Permit Issued?: Yes or No</p> <p>If <u>No</u> – Describe what type of work/improvements were completed to prepare the space for the new business (e.g. new walls, electrical/plumbing work, new carpet/paint etc.): _____</p> <p><b><u>Fire Inspection:</u></b> Owner must contact the Fire Dept. at 816.439.4310 to request an inspection.</p> <p><b><u>Signage:</u></b> Owner must contact the Planning Dept. at 816.439.4530 regarding signage.</p>	<p><b>[for City use only]</b></p> <p><b><u>Approvals:</u></b></p> <p>Planning: _____ (legal use: y or n) _____</p> <p>Building: _____ (permit issued: y or n) (permit req'd: y or n)</p> <p>Comments: _____</p> <p style="text-align: right;"><u>Return</u> form to: Business Licensing, Finance Dept.</p>
--	--

### **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 riverside side.**