



# CITY OF LIBERTY

## Contractor/Craftsman 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 Copy of General Liability and Worker's Compensation Insurance Certificates (note City of Liberty as Certificate Holder)

Δ Copy of current Master\* Craftsman Certification(s)

**Liberty Based – Additional Items Needed:**

- Δ Clay County – Business Property Registration
- Δ Copy of Driver's License
- Δ Complete **New Business Approval box** (see reverse side)
  - Home based – must complete add'l checklist

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

New Address

**Checklist:**

Δ Copy of General Liability and Worker's Compensation Insurance Certificates (note City of Liberty as Certificate Holder)

Δ Copy of current Master\* Craftsman Certification(s)

Δ Liberty based businesses must provide Clay County PAID tax receipt

**Type of Business**

- General Contractor
- Contractor with Craftsman Licenses (*additional fees apply*)
- Service
- \_\_\_\_\_

**Entity Structure**

- Sole Proprietorship
- Partnership
- LLC or LLP
- Corporation

**Location**

- Commercial
- Home Based

**Number of Employees:** \_\_\_\_\_

**Craftsman License(s)**

Individuals named below as craftsmen have passed a proficiency test for the applicable trade with a 75% or better score OR hold a certificate of qualification from the City of Kansas City, Missouri for the master level equivalent for which application is being made.

**Name of Craftsman\*:**

Plumbing: \_\_\_\_\_ Electrical: \_\_\_\_\_ Mechanical: \_\_\_\_\_

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

For City Use Only	
<b>See Fee Schedule</b> (on reverse)	
NEW Business License Fee 100-41001-000-000000	
NEW Craftsman License Fee 100-41001-000-000000	
Renew Business License Fee 100-41000-000-000000	
Renew Craftsman License Fee 100-41000-000-000000	
Penalty Fee 100-41000-000-000000	
<b>Total:</b>	

**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: _____
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## 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)	
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

<b>Craftsman License</b> (See City Code § 6-6)		
Craftsman License	Initial Fee	Renewal Fee
One License	<input type="checkbox"/> \$ 90	<input type="checkbox"/> \$ 60
Two Licenses	<input type="checkbox"/> \$ 155	<input type="checkbox"/> \$ 90
Three Licenses	<input type="checkbox"/> \$ 185	<input type="checkbox"/> \$ 110

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

### New Business Approval (New 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.