



CHECKLIST FOR NEW BUSINESS and CONTRACTOR/CRAFTSMAN LICENSE APPLICATION

BUSINESS LICENSES:

The following must be submitted with the application:

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 (issued in the last 90 days).

Proof of General Liability Insurance

Please list the certificate holder as City of Liberty, Attn: Business Licensing, P. O. Box 159, Liberty, MO 64069.

Fee

New business license fee is \$50.00, payable to City of Liberty.

Additional documents required for NEW businesses physically located in Liberty:

Emergency Contact Form (City website*)

Copy of Driver's License

Clay County Business Personal Property

Registration Confirmation

Please contact the Clay County Assessor at 816-407-3460, 1 Courthouse Square, Liberty, to register your business. Submit a copy of the registration confirmation with your application.

Home-based Business Compliance Checklist (City website*)

Needed prior to opening (commercial locations):

Fire Safety Inspection Report

Call the Liberty Fire Department at 816-439-4310 to schedule an inspection. Business is not allowed to open or receive a business license without an inspection report.

Clay County Health Permit (if applicable)

Businesses handling perishable foods need to contact Clay County Public Health Center (816-595-4200) to request an inspection for a food permit. Please provide a copy of the Food Establishment Inspection Report upon receipt.

State of MO Lodging License (if applicable)

Business with 5 or more guest rooms must provide a License from the Dept. of Health and Sr. Services (573-751-6095).

Hotel Tax Registration (if applicable)

Contact the Assistant Finance Director to register.

CONTRACTORS/CRAFTSMAN LICENSES:

The following must be submitted with 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.

Workers' Compensation Insurance

Any business with five (5) or more employees must submit a copy of their certificate of insurance for workers' compensation.

Master Craftsman Certification

Certificate of qualification 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).

Fee(s)

New Contractor license fee is \$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

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City of Liberty website*:

www.libertymissouri.gov

Occupation / Business Licensing