



GROWING TOGETHER

CITY OF REPUBLIC

Business License Application Information/Instructions

Thank you for choosing to do business in the City of Republic. Below is a check list of steps to help expedite your application.

*****PLEASE NOTE***** According to City Ordinance, it is unlawful to operate a business before receiving your Business License. Please allow two weeks for processing. **A business license number will be assigned when the application is turned in; however, the number is only a tracking device and not valid until you have received your certificate.**

- Please fill out the attached Business License Application and return to the City Clerk's office with payment.
- If you will be operating the business out of your home, please fill out the Home Based Business Questionnaire.
- If you will be operating any type of construction business, you must provide a copy of your Worker's Comp Liability Certificate or fill out the Mo Exemption Form. The Exemption Form must also be notarized.
- If you collect any sales tax, you must provide your Mo Tax Identification Number and submit a "No Tax Due" statement issued within 90 days for the Application Date.
- If you provide any food services, you should contact the Greene County Health Department as soon as possible. A copy of the building plans should also be submitted. A permit may be required.
- If you will be doing any remodeling to your business location, you must first apply for a building permit with the Planning and Development Department.
- If you will have a sign for your business, please contact the Planning and Development Department for a sign permit.
- If you have a physical location inside the Republic City Limits and are applying for a new commercial business, you must apply for a commercial change of occupancy permit with the Planning and Development Department.

If you have any questions regarding any of the listed procedures,
please contact the City Clerk's Office.

CITY CLERK OFFICE

213 North Main

Republic, Missouri 65738-1472

Phone: (417) 732-3140 Fax: (417) 732-3149

www.republicmo.com

Republic Business License Fees

(Please contact the City Clerk's Office for details)

Regular Business License (expires December 31 st)	\$50.00
Pro-rated after September 30 th (expires December 31 st)	\$25.00
Banks and Manufacturing (expires December 31 st)	\$75.00
Home-based Business – <i>other restrictions apply</i> (Located inside Republic City Limits) (expires December 31 st)	\$25.00
Apartment Houses, Hotels and Motels (\$50 for first unit, \$1 for each addition unit) (expires December 31 st)	\$50.00 +
Temporary Seasonal License (for period not to exceed 90 days) Cannot be renewed.	\$25.00
Massage Therapist (Business must also have a business license)	\$25.00
Solicitors License – <i>other restrictions apply</i> Calendar Year (expires December 31 st)	\$75.00
Or Temporary for 90 days	\$35.00
Relocation (<i>Change of Address Form</i>)	\$10.00



GROWING TOGETHER

Republic Business License Application

Please answer all questions completely.
 Incomplete and unsigned applications will delay processing.

Date of Application (MM/DD/YY) _____

A Reason for Applying	
<input type="checkbox"/> New Business License	<input type="checkbox"/> Reinstating Old Business
<input type="checkbox"/> Purchase of Existing Business	<input type="checkbox"/> Other:

B Business Name and Physical Location		
1. Business Name (DBA Name)		
2. Physical Location - Street (Do not use PO Box or Rural Route Number)		
County	State	Zip Code
3. Business Telephone Number		
4. Describe the business activity, stating the major products sold and service provided.		
<input type="checkbox"/> Retail _____	<input type="checkbox"/> Service _____	
<input type="checkbox"/> Wholesale _____	<input type="checkbox"/> Manufacturer _____	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Contractor _____	

C Business Activity
5. Do you offer retail sales of the following items? Select all that apply.
<input type="checkbox"/> Alcoholic Beverages <input type="checkbox"/> Alternative Nicotine <input type="checkbox"/> Cigarettes or Other Tobacco <input type="checkbox"/> E-Cigarettes or Vapor Products <input type="checkbox"/> Gold/Silver <input type="checkbox"/> Precious Stones

D Ownership Type

6. Ownership Type:

Sole Proprietor Partnership Government Trust

All ownership types listed below, unless specifically exempted, are required to be registered with the Missouri Secretary of State's Office. Please provide a copy of your registration.

Limited Partnership Limited Liability Partnership Limited Liability Company

Missouri Corporation Non-Missouri Corporation

E Owner Information

7. Owner Name (Enter Corporation, LLC or Partnership Name, if applicable).

Address			E-mail Address	
City	State	Zip Code	County	
If an individual is listed as the owner, you must also provide the following:				
Date of birth (MM/DD/YY)		Telephone Number		

F Mailing Address (Forms, Licenses and Notices will be mailed to this address)

8. Address (street, rural route or PO Box)	City	State	Zip Code
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G Officer, Partner or Member

9. Provide the officer, partner or member of your business who will be responsible for the purchase of the Business License.

Name (Last, First, Middle Initial)			Title
Home Address			City
State	Zip Code	County	Date of Birth (MM/DD/YY)

H Retail Sales (Sales Tax Requirement)

10. Does your business collect sales tax within the City of Republic?

yes no

If yes, please attach a copy of your Missouri No Tax Due Statement (issued from the Missouri Department of Revenue).

If you are required to collect and/or pay sales tax within the City of Republic, you are required to have a Sales Tax ID Number issued by the State of Missouri. Your Sales Tax ID Number issued by the State of Missouri is:

I Contractors and Subcontractors

11. Per RSMo. 287.061 - If you are a Contractor or Subcontractor, you are required to provide a copy of your Workers' Compensation Insurance Certificate. If you are exempt by the Missouri State guidelines, you will be required to fill out the Missouri Exemption Form WC-134 (Please ask our office for a copy).

If you are a Subcontractor, please list the Contractor you will be working for:

J Home Based Businesses (Located inside the city limits of Republic)

12. If your business is operated in your home and is located inside the City Limits of Republic, please fill out the "Home Based Business Questionnaire" (Please ask our office for a copy).

K Zoning Requirements

13. If you have a physical location inside the city limits and are applying for a commercial business license, please contact the Planning and Development Department for a Change of Occupancy Permit. Their phone number is (417) 732-3150.

14. City Ordinance #05-72 requires your business provide designated handicapped parking spaces at your place of business and you must show compliance when applying for a business license (Please attach a picture of your handicapped parking spaces and sign).

15. Do you plan to make any changes to the building or property associated with the business? yes no

If you plan to make changes, you will need to contact the Planning and Development Department prior to approval of your business license.

16. If you will be building a fence, roofing a house or adding an accessory building to the premise, please contact the Planning and Development Department for the necessary permits.

L Employees

17. Total number of employees you anticipate will be working for your business?

Full Time (Including yourself) _____

Part-Time (Including yourself) _____

M Food and/or Beverages

18. If you will be selling food and/or beverages, an inspection may be required from the Greene County Health Department prior to approval of your business license. Their phone number is (417) 864-1017.

Does your business sell food and/or beverages? yes no

Have you contacted the Greene County Health Department? yes no

N Mobile Vendors

19. If you will be selling items from a mobile unit, please note this license will be for **one** location. In addition, you will be required to submit a letter from the owner of the property stating your mobile unit will be allowed to sell items on their property.

20. If you will be selling fruits and vegetables you have personally grown, you are not required to purchase a Republic Business License. Please contact the City Clerk's Office to let us know you will be selling and the location.

O Signature

Under penalties of perjury, I declare the above information and any attached supplements are true, complete and correct. I understand that filing false information may result in the closing of my business. This application must be signed by the owner, if the business is a sole proprietorship, or by an individual listed in the Officer, Partners, or Members section of this application. The signing party is acknowledging they have direct supervision or control over the business license.

State and/or Federal law provisions regulate the presence of aliens in the United States. I understand that pursuant to 2008 Missouri House Bill 1549 certain public benefits are prohibited by law from being provided to aliens unlawfully present in the United States and that I do not and will not knowingly employ a person who is an unauthorized alien in connection with the business for which the permit or license has been or is being obtained and assert the obtaining of the permit or license will not violate the prohibition on providing certain public benefits for aliens unlawfully present in the United States as set forth in H.B. 1549. Should I become aware, after issuance of the permit or license

(continued on next page)

and during the term of the permit or license that the business is in violation of H.B. 1549, I will immediately notify the City of the violation. I understand failure to do so may result in denial/revocation/suspension of the permit or license. After notification of the violation is provided to the City, the business shall immediately advise the City of steps being taken to correct the violation. A failure to timely correct the violation may result in denial/revocation/suspension of the permit or license.

Signature of Applicant	Title	Date (MM/DD/YY)
Printed Name	E-Mail Address	

Mail to: City of Republic, City Clerk 213 North Main Street Republic, MO 65738	Phone: (417) 732-3140 Fax: (417) 732-3149 E-mail: bjackson@republicmo.com
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Form updated 8-12-15



CITY OF REPUBLIC OFFICE USE ONLY	
Business License Fee Collected \$	Date Paid:
Person Collecting Fee:	
Business License Assigned Number:	