



**Business License Application
Information/Instructions**

Thank you for choosing to do business in the City of Republic. Below is a checklist 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 BUILDS Department 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 Compensation Liability Certificate, listing the City of Republic as a "Certificate Holder", or fill out the MO Worker's Compensation Exemption Form. The Exemption Form must also be notarized.
- If you collect any sales tax, you must provide your Missouri Tax Identification Number and submit a "No Tax Due" statement issued within 90 days of the application date.
- If you provide any food services, you must contact the Greene County Health Department at (417) 864-1017 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 BUILDS Department.
- If you will have a sign for your business, please contact the BUILDS 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 BUILDS Department.

If you have any questions regarding any of the listed procedures,
please contact the BUILDS Department.

REPUBLIC BUILDS DEPARTMENT

4221 S. Wilson Creek Blvd.
Republic, Missouri 65738-1472
Phone: (417) 732-3150 Fax: (417) 732-3199
licensing@republicmo.com

Revised 12-15-2020

Republic Business License Fees

(Please contact the BUILDS Department for details)

Regular Business License (expires December 31st)	\$100.00
Pro-rated after September 30 th (expires December 31 st)	\$25.00
Banks and Manufacturing (expires December 31 st)	\$100.00
Home-based Business – <i>other restrictions apply</i> (Located <u>inside</u> Republic City Limits) (expires December 31 st)	\$25.00
Itinerant Merchant (<i>includes Mobile Food Vendors</i>) (expires December 31 st)	\$100.00
Apartment Houses, Hotels and Motels (\$100 for first unit, \$1 for each addition unit) (expires December 31 st)	\$100.00 +
Temporary Seasonal License (for period not to exceed 90 days) <u>Cannot be renewed.</u>	\$25.00
Solicitors License – <i>other restrictions apply</i> Calendar Year (expires December 31 st)	\$100.00
or Temporary for 90 days	\$50.00
Relocation (<i>Change of Address Form</i>)	\$10.00

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Republic Business License Application

Please answer all questions completely.

Incomplete and unsigned applications will delay processing.

All business licenses and applications expire on December 31st and must be renewed prior to that date.

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)		
City	State	Zip Code
3. Business Telephone Number		
If applicable, list the name of your business Facebook page: _____		
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"/> Precious Stones	<input type="checkbox"/> Gold/Silver	<input type="checkbox"/> E-Cigarettes or Vapor Products
D Ownership Type		
6. Ownership Type:		
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Government <input type="checkbox"/> Trust

All ownership types listed below, unless specifically exempted, are required to be registered with the Missouri Secretary of State's Office. **A copy of your registration is to be included with this application.** For more information regarding registering your business, visit the Secretary of State's website at www.sos.mo.gov.

- 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		
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City	State	Zip Code	County		
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If an individual is listed as the owner, you must also provide the following:

Date of birth (MM/DD/YY)	Telephone Number
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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
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State	Zip Code	County	Date of Birth (MM/DD/YY)
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H Retail Sales (Sales Tax Requirement)

10. Are required to collect and/or pay sales tax within the City of Republic? If so, you are required to have a Sales Tax ID Number issued by the State of Missouri. If yes, please attach a copy of your Missouri No Tax Due Statement issued within the last 3 months from the Missouri Department of Revenue. For more information, visit www.dor.mo.gov.

Yes No My business sales tax ID# 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 **listing the City of Republic as a**

“Certificate Holder”. 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).

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 Business Description

13. Please provide a detailed description of the proposed business, including information about the services or products offered.

L Zoning Requirements

14. If you have a physical location inside the city limits and are applying for a commercial business license, please contact the BUILDS Department at 417-732-3150 for a Change of Occupancy Permit.

15. 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).

16. 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 BUILDS Department prior to approval of your business license.

17. If you will be building a fence or adding an accessory building to the premise, please contact the BUILDS Department for the necessary permits.

M Employees

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

Full Time (Including yourself) _____

Part-Time (Including yourself) _____

N Food and/or Beverages

19. 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. For more information, contact the Health Department at (417) 864-1017.

Does your business sell food and/or beverages? Yes No

Have you contacted the Greene County Health Department? Yes No

For review and 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 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. Failure to timely correct the violation may result in denial/revocation/suspension of the permit or license.

I understand that I am not to conduct business until my application has been approved and my business license has been received.

Signature of Applicant	Title	Date (MM/DD/YY)
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Printed Name	E-Mail Address
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Mail to: Republic BUILDS Department
4221 S. Wilson Creek Blvd.
Republic, MO 65738-1472

Phone: (417)732-3150
Fax: (417)732-3199
E-mail: licensing@republicmo.com

Affidavit of Exemption for Workers' Compensation Insurance Applicable Statutory Provisions and Guidelines to be followed

The Division has developed the "Affidavit of Exemption for Workers' Compensation Insurance Pursuant to §287.061, RSMo" that is required to be filed by a contractor in the construction industry when he/she applies for an occupational or business license in any city or county only if the contractor does not have proof of workers' compensation insurance coverage. If a contractor fails to comply with the requirements relating to providing proof of coverage or completing the "Affidavit of Exemption" form, he/she shall be denied the business license until the contractor obtains a certificate of insurance. If the contractor submits the "Affidavit of Exemption" form to obtain the business license he/she should familiarize himself/herself with the following key statutory provisions. **Those who are unsure as to whether they may lawfully submit such affidavit should seek competent legal advice.**

Every employer who is subject to the requirements of chapter 287, RSMo must insure its workers' compensation liability with an insurance company authorized to insure such liabilities in the state of Missouri by the Missouri Department of Insurance Financial Institutions and Professional Registration or meet the Division's requirements to be self-insured. If an employer fails to obtain the insurance coverage he/she may be held liable to an injured employee for all of the benefits under the Law in either a civil law suit or in an administrative proceeding before the Division.

Employee: §287.020, RSMo: The definition of "employee" includes both full- and part-time employees, and includes every person in the service of an employer under any contract of hire, express or implied, oral or written, or under any appointment or election, including executive officers of a corporation. It includes minors whether or not they are employed in violation of the law and family members. It may include volunteer workers who do not receive any income or compensation unless the exception noted below applies.

Please Note: As an exception, the workers' compensation law does not apply to volunteers if:

- The entity is a tax-exempt organization which operates under the standards of section 501(c)(3) of the federal Internal Revenue Code;
- The volunteers are not paid wages; and
- The volunteers provide services purely on a charitable and voluntary basis.

All three requirements must be met in order for a volunteer worker not to be classified as an employee under §287.020, RSMo.

Employer: §287.030, RSMo, that defines "employer" includes a very broad category and states that every employer who has five or more employees must carry workers' compensation insurance with one exception for construction industry employers who erect, alter, demolish or repair improvements who must purchase workers' compensation insurance if they have one or more employees.

Sole Proprietor and Partner: §287.035, RSMo, provides that natural persons who are sole proprietors or partners are employers and they do not have to purchase workers' compensation insurance on themselves but they may voluntarily choose to do so. Further, close relatives by blood or marriage of sole proprietors or partners may be withdrawn from coverage but, under §287.030, these relatives are still considered to be "countable" employees. Note that these provisions do not apply if the business is a corporation or a Limited Liability Company [LLC].

Corporate Exemption (Two Owners/Employees): §287.090.5, RSMo. A corporation may withdraw from the provisions of this chapter, when there are no more than two owners of the corporation who are also the only employees of the corporation, by filing with the Division notice of election to be withdrawn. The election shall take effect and continue from the date of filing with the Division by the corporation of the notice of withdrawal from liability under this chapter. Any corporation making such an election may withdraw its election by filing with the Division a notice to withdraw the election, which shall take effect thirty days after the date of the filing or at such later date as may be specified in the notice of withdrawal.

Statutory Employer: §287.040, RSMo, provides that certain independent contractors may be considered to be “employees” of the person who hired them for workers’ compensation purposes, under the legal principle known as “statutory employment.” Missouri Law does not define “independent contractor.” Missouri courts use three factors to determine when a statutory employment relationship exists: (1) the work is performed pursuant to a contract; (2) the injury occurs on or about the premises of the statutory employer; and (3) the work is in the usual course of the statutory employer’s business. An employer cannot avoid its workers’ compensation liability by hiring independent contractors to perform jobs that would otherwise be performed by its employees. A contract need not be in writing. The Missouri courts have ruled that the “employer’s premises” can include a location where the employer is carrying on its business temporarily. As a construction industry employer you may be held responsible to pay workers’ compensation benefits to an independent contractor or uninsured subcontractor or their employees. The immediate contractor or subcontractor is liable as an employer of the employees of the subcontractor. The liability of the immediate employer is primary and that of the others is secondary and any compensation benefits that are paid by those who are secondarily liable may be recovered from those primarily liable.

Please Note: A general contractor can require subcontractors to carry workers’ compensation insurance. Generally, the Law says that the general contractor is liable for any injuries sustained by uninsured subcontractors or their uninsured employees (§287.040, RSMo). Because of this, the general contractor’s insurer will charge an additional premium if the subcontractor cannot provide proof of coverage, even if the subcontractor has no employees. If the general contractor says he/she will not hire the subcontractor unless he/she has a policy and insures himself/herself, the subcontractor would need to buy a policy covering their business or himself/herself or work for a general contractor who does not make this a requirement.

Criminal Penalties: §287.128, RSMo makes it unlawful for any person to knowingly make or cause to be made any false or fraudulent material statement or material representation for the purpose of obtaining or denying any benefit. This is considered a class D felony punishable by fine up to \$10,000 or double the value of the fraud whichever is greater. A subsequent violation is a class C felony.

Any person who knowingly misrepresents any fact in order to obtain workers' compensation insurance at less than the proper rate for that insurance shall be guilty of a class A misdemeanor. A subsequent violation is a class D felony. Any employer who knowingly fails to insure his liability pursuant to this chapter shall be guilty of a class A misdemeanor and, in addition, is liable to the state of Missouri for a penalty in an amount up to three times the annual premium the employer would have paid had such employer been insured or up to \$50,000, whichever amount is greater. A subsequent violation is a class D felony.

Further, providing false information with the intent to deceive also can constitute a felony under §§570.090 (Forgery) and 575.040 (Perjury), and a misdemeanor under §§575.050 (False Affidavit) and 575.060 (False Declaration).



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION

**AFFIDAVIT OF EXEMPTION FOR WORKERS' COMPENSATION INSURANCE
PURSUANT TO § 287.061, RSMo**

Before me, the undersigned authority, personally appeared _____
Name of Affiant

who, being duly sworn on this oath states as follows:

1. My name is _____. I am of legal age and sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated. I understand that by submitting this affidavit to the city or county for an occupational or business license as a contractor in the construction industry, I am stating that my business is exempt from carrying workers' compensation insurance coverage.

2. I am the sole proprietor, owner or partner of _____,
Name of Business

a business engaged in construction industry that is not required to purchase workers' compensation insurance coverage for the following reason:

(Check One)

I am a sole proprietor **and have no "employees"** as defined under the law, see page 2.

I am a partner in a partnership **with no "employees"** as defined under the law, see page 2.

I have filed a Notice of Employer's Exemption with the Missouri Division of Workers' Compensation (Division) for _____ to be withdrawn from
Name of Corporation

coverage because there are no more than two owners of the corporation who are also the only employees of the corporation. A copy of the acknowledgement letter from the Division dated _____ is enclosed.
Date

Further, I have not filed a notice to withdraw this exemption for my corporation with the Division and my corporation has no other workers' compensation insurance coverage.

3. I have read and reviewed the concept of "statutory employment" explained on pages 2-3. My business operation is not being carried out by persons who may be regarded as statutory employees.

4. **I understand that providing fraudulent information on this affidavit is unlawful under §§287.128, 287.061(3), 570.090, 575.040, 575.050, and/or 575.060, RSMo, and may be either a misdemeanor or a felony, punishable by imprisonment and fine, as indicated on page 3.**

Affiant *Date*

STATE OF MISSOURI)
)
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20 _____

My Commission Expires: _____

Notary Public (SEAL)



Office Use Only:		Application Date:	Permit Number:	
PIN:	Lot No.:	Subdivision:		Zoning:

Site Address: _____

APPLICANT INFORMATION		City of Republic Business License No.:	
Name of Business and Applicant:			
Address (Street, City, State, Zip):			
E-Mail:		Phone:	

CONTRACTOR INFORMATION		City of Republic Business License No.:	
Company Name:		Contact Name:	
Mailing Address (Street, City, State, Zip):			
E-Mail:		Phone:	

PROJECT INFORMATION		
New Occupation: <input type="checkbox"/>	Whitebox Infill: <input type="checkbox"/>	Remodel: <input type="checkbox"/>
New Occupancy:		
Previous Occupancy (N/A for Infill):		

Project Description - Include any details regarding the new occupancy and describe any changes being made:



**BUILDING PERMIT APPLICATION
CHANGE OF OCCUPANCY/USE
PERMITS@REPUBLICMO.COM**

DESIGN PROFESSIONAL		<i>This section only needs to be filled out when the new occupancy has been classified as a Change of Use.</i>
Company Name:	Contact Name:	
Mailing Address (Street, City, State, Zip):		
E-Mail:	Phone:	

Use Group(s): _____ Type of Construction: _____

Number of Dwelling Units to be Included in Finished Product (If Applicable): _____ Project Square Footage: _____

By signing this application form, I hereby acknowledge that the information I have provided is complete and accurate to the best of my knowledge. Furthermore, I acknowledge my responsibility to conform to the applicable federal, state and local regulations pertaining to the project described by this application and attachments. I also understand that this application will expire within 180 days of the date of my signing, unless extended in writing by the Building Official.

Signature: _____ **Date:** _____
Printed Name: _____ **Phone:** _____

BUILDS Department · 4221 S. Wilson's Creek Blvd. · Republic, MO 65738



R E P U B L I C
BUILDS
Public Works • Community Development

GUARANTEE OF PAYMENT AGREEMENT

By signing this agreement, I acknowledge and accept full responsibility for payment to the City of Republic for all fees and charges incurred by 3rd party consultant review and any/all fees related to the review of drawings and specifications associated with this project.

Signature

Date

Please print the following information for billing purposes:

Contact Name: _____

Business Name: _____

Billing Address: _____



COMMERCIAL CHANGE OF OCCUPANCY/USE INSTRUCTION PACKET

Initial Review

The overall intent of this process is to ensure that the new business moving into the building/space meets the basic life safety needs of the building code to protect the well-being of the occupants of the new occupancy.

Whenever a new business moves into an existing building/unit with a previous use or as a new commercial infill a Commercial Change of Occupancy permit is required. This is required even if the business does or does not plan on performing any construction to modify the building. If an existing business changes its use or changes its ownership, a Commercial Change of Occupancy permit is also required.

After filling out the initial permit application City Staff will review all the information that is provided to determine if the new business is a Change of Occupancy or Change of Use. The review will also determine if any additional permitting is needed (i.e. Remodel Building Permit, MEP Building Permit, or a Land Use Application).

Required Information for **Initial Review**:

Permit Application

- ___ Description of new occupancy
- ___ Previous occupancy of building/unit
- ___ Project description that informs City Staff if there are any changes being made to the building/unit. If there are no changes being made, please specify this in the description.

Completed Guarantee of Payment Agreement

Floor Plan (**Not Required but Recommended for Expedited Review**)

- ___ The floor plan shows the proposed use and layout of each room.
- ___ The floor plan shows any changes being made to the building/unit.
- ___ This floor plan does not need to be designed by a licensed professional. However, it should be done to scale.

Initial Review: Up to five (5) Business Days

Change of Occupancy

A Change of Occupancy inspection will be conducted by the City's building inspector and the City's fire department to determine if the building is safe to occupy and if it meets the current accessibility guides. Exit



signage, emergency lighting, fire extinguishers and other safety issues are some of the items that will be looked at, along with ADA parking and signage, accessible entry into the building and accessible restrooms.

The new business owner will be asked to provide a key to the main door of the business so it can be placed into the key vault attached to the building. If the building does not have a key vault, one will be required to be installed at either the business or building owner's expense.

The cost for the Change of Occupancy application submittal is \$80 and is due when the application is made. The fee includes the \$50 Occupancy Change Permit (accounts for the review and inspection conducted by City Staff) and for the review by the 3rd party consultant.

After the Change of Occupancy inspection has been conducted improvements may be needed to the building/unit to obtain a Certificate of Occupancy. Depending on the scope of the required improvements, additional materials (i.e. floor or building plans designed by a licensed professional) or additional permitting may be needed.

Change of Use

When a new occupancy is determined to be a Change of Use, additional materials will be needed to obtain a Certificate of Occupancy. This will ultimately require the services of a Licensed Design Professional (Architect or Engineer). At minimum the design professional will need to provide a stamped Floor Plan to ensure the new Change of Use abides by the [adopted Building Codes](#).

The determination of a Change of Use is decided when the proposed use has a different occupancy classification group (as outlined in the Adopted Building Codes) from the previously permitted use. When the use falls under a different group additional information (provided by a licensed design professional) is needed to ensure the intended purpose and function of the existing structure meets the minimum requirements of the building code related to fire and life safety protection for the new use.

In some cases, a Change of Use can be assigned even if the previous and proposed use has the same occupancy classification. An example of this special circumstance would be a building changing from a bowling alley to a dance hall. Both uses fall under the same occupancy classification, A-3, but have different requirements outlined in the Adopted Building Codes. Similar to a change of occupancy classification, these special circumstances require a stamped Floor Plan designed by a licensed professional.

Required Submittal Documents for all **Commercial Change of Use Building Permit Projects**:

Permit Application

__ Same Application as the Change of Occupancy; however, the Design Professional Information must be completed

Floor Plans

MEP Plans, if applicable

Sprinkler Plans/Calculations, if applicable

One (1) Digital Floor Plan is required for each Submittal for review.

4221 S. Wilson's Creek Blvd.
Republic, MO 65738
(417) 732-3150
Permits@RepublicMO.com



First Submittal Review: Up to five (5) Business Days

Resubmittals: Up to five (5) Business Days

Similar to the Change of Occupancy, an inspection will be conducted by the City's building inspector and the City's fire department.

The cost for the Change of Use is the initial \$80 plus the cost of the Floor Plan review. Floor Plan review is subject to 3rd party consultant review and any/all fees related.

Additional Permitting may be required if the Design Professional determines that substantial changes need to be made to the building/unit to ensure that the Change of Use abides by the Adopted Buildings Codes.

Additional Building Permits

A Remodel or MEP (Mechanical/Electric/Plumbing) Building Permit will be required if the initial review of the information provided by the applicant indicates substantial changes are being made to building/unit for the new occupancy. Example of substantial changes include, but are not limited to, replacing or upgrading the electrical, plumbing, and mechanical systems and structural changes (removal or construction of walls).

A representative of the Community Development Department will contact you if additional permitting is needed. Additional permitting is subject to a Pre-Application Meeting and a Full Set of Stamped Plans by a Licensed Design Professional.

Land Use Applications

Planning and Zoning Staff will review the application to ensure the proposed use abides by Republic's Land Use Code. If the proposed use does not abide by the Land Use Code, additional permits will be required. This could include rezoning the property or requiring a Special Use Permit.

A representative of the Community Development Department will contact you if a rezone or a Special Use Permit is needed. Additional permitting is subject to a Pre-Application Meeting.

The Community Development Department administers the acceptance, review, issuance, and inspection of all commercial structures within the city limits of Republic. The **Technical Review Team (TRT)** comprised of Staff Members of the Fire Department, Republic BUILDS Department, and Consultants, review all Commercial Building Permits for compliance with applicable **City Codes** and the adopted **International Code Council's (ICC) Building Codes**.

The Technical Review Team (TRT) conducts all Commercial Building Permit Application reviews with urgency and in accordance with the **City's Mission, Vision, and Values**. The TRT Project Manager will issue a Submittal Review Letter to the Applicant and the Applicant's Registered Design Professional for all Submittals; the Project Manager serves as the centralized point of contact throughout the permitting of the project.