




City of Belton, Missouri
 520 Main Street – Belton, MO 64012
 P 816.331.4331 cityclerk@belton.org

General Business License Application (please type or print)

*Reminder – A business may NOT operate until a business license is approved.
 Please allow 3-5 days for license processing.*

Fees	License Year 2023-24
<ul style="list-style-type: none"> License fee \$70 Fire and building inspections are required for initial licensing of physical commercial business sites located in Belton city limits. Inspection fee \$50.	
License fees are not prorated. City licenses expire June 30 of each year.	

Business Information

Business Name _____ DBA Name (if different) _____

Full Street Address (No PO Boxes) _____ City/St/Zip _____ Number of Employees _____
(not counting owners)

Full Mailing Address (if different) _____ Business Phone Number _____
City/St/Zip

Email _____ Description of Type of Business _____
(Please be specific)

- Yes / No Are you requesting a cigarette license? If yes, include additional \$1 license fee.
- Yes / No Does this business do retail sales within the city limits of Belton? If yes, attach a Certificate of No Tax Due from MoDOR dated within the past 90 days. (RSMo 144.083) **Retail Sales Tax #** _____
- Yes / No Is this business a nonprofit? If yes, for New Applications Only, attach IRS form showing status. Nonprofits are exempt from license fee.
- Yes / No Is this business producing or distributing food? If yes, for New Applications Only, attach a Cass County health permit or exemption letter.

Ownership Information Sole Proprietor (complete section A) General Partnership (complete section B) Corporation or LLC (complete section C) Other _____

Section A – Sole Proprietor **A single-member LLC should fill out section C**

Owner's Name _____ Home Address _____
(if different than above) City/St/Zip _____

Cell phone _____ Email _____ EIN# or SS# _____

New Applications Only, attach the owner's valid driver's license or other valid government-issued ID (passport, state-issued ID card, military ID).

If the owner lives inside Belton city limits, attach the previous year's personal property tax receipt OR a letter of non-assessment from Cass County.

Section B – General Partnership **A limited partnership (LP) should fill out section C**

#1 Owner's Name _____ Home Address _____
(if different than above) City/St/Zip _____

Cell phone _____ Email _____ EIN# or SS# _____

New Applications Only, attach owner #1's valid driver's license or other valid government-issued ID (passport, state-issued ID card, military ID).

If owner #1 lives inside Belton city limits, attach the previous year's personal property tax receipt OR a letter of non-assessment from Cass County.

#2 Owner's Name _____ Home Address _____
(if different than above) City/St/Zip _____

Cell phone _____ Email _____ EIN# or SS# _____

New Applications Only, attach owner #2's valid driver's license or other valid government-issued ID (passport, state-issued ID card, military ID).

If owner #2 lives inside Belton city limits, attach the previous year's personal property tax receipt OR a letter of non-assessment from Cass County.

Office Use Only Approved by _____ Date _____ Cigarette License # BL / BR _____

Business License # BL / BR _____ Fee \$ _____ / Exempt TIF? _____ Fee \$ _____ 4/2023

Section C – Corporation or LLC

For all LLC, INC, and LP

EIN# _____

New Applications Only, attach registration with the Missouri Secretary of State (RSMo Chapter 347; Chapter 351)

Please list principal officers/members (e.g., President, VP, Secretary) OR you may attach your Missouri Secretary of State Registration form showing officers/members/positions.

- 1. Name _____ Position _____
- 2. Name _____ Position _____
- 3. Name _____ Position _____
- 4. Name _____ Position _____

Name of local emergency contact (KC Metro area) for a business physically located in Belton _____

Position _____ Home Address _____

Cell Phone _____ Email _____

Additional Information for CONSTRUCTION BUSINESSES ONLY

- If the business does electrical, plumbing, or HVAC work, attach a copy of the master certificate.
- Are you licensed to perform backflow inspections?
- If you are a contractor in the construction industry, attach a certificate of insurance (COI) showing liability coverage of not less than \$500,000 and showing the **City of Belton as a certificate holder**.
- If you are a contractor in the construction industry and have one or more employees (not counting owners), attach a COI showing workers' compensation coverage and showing the **City of Belton as a certificate holder**.

If you are exempt from Workers' Compensation Coverage

I hereby certify that the business described in this application is exempt from the requirements of the Missouri Workers' Compensation Law and, therefore, per RSMO Chapter 287.061, is not required to provide the City with a Workers' Compensation COI but is signing this statement of exemption. Signature of Contractor or Authorized Agent _____ Printed Name _____

Additional Information for ALL BUSINESSES

Yes / No Do you or your corporate business entity run a business in another location? If yes, please provide location information. (city/state)

Yes / No Have you or your corporate business entity ever had a business license revoked, suspended, or denied? If yes, please explain.

By signing my name below, I certify the business described in this application does not employ any illegal aliens. I certify the business or occupation I intend to pursue under the authority of the license for which I am applying does not violate or otherwise conflict with existing laws of the State of Missouri or ordinances of the City of Belton. I certify the information contained herein is true, correct, and complete to the best of my knowledge. I authorize the city, its agents, and employees to seek information and investigate the truth of the statements set forth in the application. I also acknowledge that this is only an application and is not approval for me to operate a business within the City of Belton, Missouri.

Please note: this application must be fully completed & legible before it will be processed.

Signature of Owner or Agent Printed Name Position Date

Wanting to pay online? Send a completed application packet and a payment link will be emailed to you.

Questions? Need additional assistance? Please contact the City Clerk's Office 816.331.4331 or cityclerk@belton.org

Please see separate application for –

- Residential landlord
- Daycare/childcare
- Mobile vendor

There are a number of other types of businesses that have additional requirements. See Belton Code of Ordinances, Chapter 6.