



City of Belton, Missouri
 506 Main Street – Belton, MO 64012
 P 816.331.4331 • F 816.322.4620

Home Business License Application (please type or print)

Fees	License Year 2020-21
<ul style="list-style-type: none"> License fee \$20 	
License fees are not prorated. City licenses expire June 30 of each year.	

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

This application is intended for use by home-based businesses located within Belton city limits. All other home-based businesses must file using the general business license application.

Business Information

Business Name _____ DBA Name (if different) _____

Full Street Address (No PO Boxes) _____ Belton MO 64012

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

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

Yes / No Does this business have employees (not counting owner)? If yes, please explain. _____
 (Home businesses may only employ those who occupy the dwelling as their principal place of residence.)

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 showing the City of Belton. **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) Partnership (complete section B) Corporation / 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# _____

Yes / No Is the owner a U.S. citizen? If no, please provide employment authorization document _____

- New Applications Only**, attach the owner's valid U.S. driver's license or U.S. passport.
- 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 – 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# _____

Yes / No Is the owner a U.S. citizen? If no, please provide employment authorization document _____

- New Applications Only**, attach owner #1's valid U.S. driver's license or U.S. passport.
- 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# _____

Yes / No Is the owner a U.S. citizen? If no, please provide employment authorization document _____

- New Applications Only**, attach owner #2's valid U.S. driver's license or U.S. passport.
- 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 \$ _____ 5/2020

Section C – Corporation or LLC (Circle one)

New Applications Only, attach a Certificate of Good Standing from the Missouri Secretary of State (Inc.) or a Certificate of Authority (LLC).

EIN# _____

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.

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.

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

Yes / No Are you or any of your corporate business entity officers currently under investigation or have outstanding warrants? If yes, please explain.

By signing my name below, I hereby certify I am a legal U.S. citizen or I am legally authorized to work in the U.S. 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 hereby state 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 conduct an investigation into 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

If you are a daycare/childcare provider, please see separate application specific to this type of business. There are a number of other types of businesses that have additional requirements. See Belton Code of Ordinances, Chapter 6.