



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

Ice Cream Vendor 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

- License fee \$25

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) _____ Number of Employees _____
City/St/Zip (not counting owners)

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

Email _____ Description of Type of Business Ice Cream Vendor / Ice Cream Truck

Description of Vehicle to be used _____ Vehicle license plate# and State _____
Make / Model / Year / Color Once a business license has been issued, it is the obligation of the business to inform the city of any changes to the vehicles it will use in the city of Belton. (6-316.5)

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) 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 Have you ever been convicted (found guilty) in any court in the U.S. for any offenses for which you served time, received a sentence (even suspended), were placed on probation, or paid a fine? This includes all traffic tickets and arrests. This does not include minor traffic violations. If yes, please provide approximate date, charge, and location/jurisdiction of each. _____

- 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 – 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 Have you ever been convicted (found guilty) in any court in the U.S. for any offenses for which you served time, received a sentence (even suspended), were placed on probation, or paid a fine? This includes all traffic tickets and arrests. This does not include minor traffic violations. If yes, please provide approximate date, charge, and location/jurisdiction of each. _____

- 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.

--Section B continued on the next page--

Office Use Only Approved by _____ Date _____

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

Section B – Partnership (cont.)

#2 Owner’s Name _____ Home Address _____
(if different than above) _____ City/St/Zip _____
Cell phone _____ Email _____ EIN# or SS# _____

Yes / No Have you ever been convicted (found guilty) in any court in the U.S. for any offenses for which you served time, received a sentence (even suspended), were placed on probation, or paid a fine? This includes all traffic tickets and arrests. This does not include minor traffic violations. If yes, please provide approximate date, charge, and location/jurisdiction of each. _____

- 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.

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 _____
Yes / No Have you ever been convicted (found guilty) in any court in the U.S. for any offenses for which you served time, received a sentence (even suspended), were placed on probation, or paid a fine? This includes all traffic tickets and arrests. This does not include minor traffic violations. If yes, please provide approximate date, charge, and location/jurisdiction of each. _____
2. Name _____ Position _____
Yes / No Have you ever been convicted (found guilty) in any court in the U.S. for any offenses for which you served time, received a sentence (even suspended), were placed on probation, or paid a fine? This includes all traffic tickets and arrests. This does not include minor traffic violations. If yes, please provide approximate date, charge, and location/jurisdiction of each. _____
3. Name _____ Position _____
Yes / No Have you ever been convicted (found guilty) in any court in the U.S. for any offenses for which you served time, received a sentence (even suspended), were placed on probation, or paid a fine? This includes all traffic tickets and arrests. This does not include minor traffic violations. If yes, please provide approximate date, charge, and location/jurisdiction of each. _____
4. Name _____ Position _____
Yes / No Have you ever been convicted (found guilty) in any court in the U.S. for any offenses for which you served time, received a sentence (even suspended), were placed on probation, or paid a fine? This includes all traffic tickets and arrests. This does not include minor traffic violations. If yes, please provide approximate date, charge, and location/jurisdiction of each. _____

**Name of local emergency contact (KC Metro area) for a business physically located in Belton _____
Position _____ Home Address _____
Cell Phone _____ Email _____

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