



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

**Fees**

**License Year 2020-21**

- License fee \$25

License fees are not prorated. City licenses expire June 30 of each year.



**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.*

**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. (Belton Code of Ordinances, section 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 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 \_\_\_\_\_

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 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 \_\_\_\_\_

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 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.

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--Section B continued on the next page--

**Office Use Only**

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Cigarette License # BL / BR \_\_\_\_\_

Business License # BL / BR \_\_\_\_\_ Fee \$ \_\_\_\_\_ / Exempt TIF? \_\_\_\_\_ Fee \$ \_\_\_\_\_ 5/2020

**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 Is the owner a U.S. citizen? If no, please provide employment authorization document \_\_\_\_\_

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 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.

**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 \_\_\_\_\_

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.

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