



NEW BELTON BUSINESS LICENSE PROCEDURE Belton Commercial Business Sites

City of Belton, Missouri
506 Main Street Belton, MO 64012
P 816.331.4331 F 816.322.4620 www.belton.org cityclerk@belton.org

Reminder – A business may not operate until a business license is approved and issued. (Code of Ordinances, 6-23) City licenses expire June 30 of each year. License fees are not prorated.

To open a new commercial site business located in Belton, the following procedure should be followed.

1. Fill out the appropriate Application for the type of business, completely and legibly. Attach additional attachments, as required.
2. Fill out the appropriate section of the Application regarding ownership, section A, B, or C, and attach the required attachments.
3. When the location is set up and you are ready to conduct business, call for a building inspection and fire inspection.
 - Building inspection line 816.892.1260
 - Fire Marshal inspection line 816.331.7969

It is the responsibility of the business owner/applicant to call for the inspections. Please do not call until you are set up and ready to conduct business. Please allow 48-72 hour notice to schedule an inspection.

The application will be reviewed by the Planning and Building Department for proper zoning regulations. After all inspections are completed & approved, and all required information (including payment) is provided to the City Clerk's office, the license will be issued.

License fee \$120

Fire and building inspections are required for initial licensing of physical commercial business sites located in Belton city limits. The license fee of \$120 includes the inspection fee. The renewal license fee, for subsequent licenses, is \$70.

License fees can be paid by cash, check (made out to the City of Belton), or online (2.45% processing fee) before a business license is issued. More information can be found at www.belton.org/business.

Two things to keep in mind

- A Business License is required before business/commerce may be conducted from any address. Businesses located at a commercial site are also required to have a Certificate of Occupancy. (A certificate of occupancy is included in a business license)
 - Certificate of Occupancy = allows for the premise to be occupied.
 - Business License = allows for business/commerce to be conducted.

- It is the responsibility of the business owner to comply with all the regulations and ordinances of the City of Belton before a business license will be issued. The City reserves the right to reject any business license that does not meet the codes and regulations required by the zoning ordinance and the code of ordinances of the City of Belton.

Additional Items May Be Required

- Signs are regulated by city ordinance (temporary and permanent, including banner signs). A permit and fee is required at the time of application. Fees vary depending on the type of sign. Contact the Planning and Building Department at 816.331.4331.
- If the business will produce or distribute food, a copy of the **Cass County Health Department inspection** is required with your application, OR a letter from the Cass County Health Department stating an inspection is not required. Contact the Cass County Health Department 816.380.8425 or <http://www.casscountyhealth.com/>.
- If the business will conduct retail sales, an 8-digit Missouri sales tax number and **certificate of no-tax-due** from the Missouri Department of Revenue is required with your application. Contact MoDOR at <http://dor.mo.gov/business/>.
- If the business is a non-profit enterprise, a copy of the IRS form showing status is required with your application. The address on the IRS letter must match the address on the license application.
- If the business provides electrical, plumbing, or HVAC services, a copy of the **master certificate** is required with your application.
- If the business license is for a contractor in the construction industry, **liability insurance** is required.
 - Proof of General Liability Coverage of at least \$500,000
 - Coverage naming the City of Belton as a certificate holder (NOT additional insured)
- If the business license is for a contractor in the construction industry and the contractor has 1 or more employees (not counting the owner), **workers' compensation insurance** is required.
 - Proof of Workers' Compensation Coverage
 - Coverage naming the City of Belton as a certificate holderIf the contractor has 0 employees or is exempt from worker's compensation coverage, the contractor should sign the application certifying exemption OR provide a **notarized affidavit of exemption**. More Information regarding Workers' Compensation can be found at <http://labor.mo.gov/>.

Additional Items You May Need

- County Merchant's License – contact the Cass County Clerk's office at 816.380.8107 or <http://www.casscounty.com>.
- Federal Employer ID Number (EIN) – contact the IRS at <http://www.irs.gov/>.
- Fictitious name registration (DBA) – if you regularly transact business in the state under a name other than your own, "true name," you must register that business name with the Missouri Secretary of State. Contact MoSOS at 573.751.4153 or <http://www.sos.mo.gov/>.
- Liquor license – applications to sell alcohol must be approved by the City Clerk and Police Chief. Contact the City Clerk at 816.331.4331 or admin@belton.org.
- State licenses or permits – contact the Missouri Secretary of State at 573.751.4153 or <http://www.sos.mo.gov/> or <https://openforbiz.mo.gov/>.
- Be sure to register your new business with the Cass County Assessor's Office at 816.380.8154 or <http://www.casscounty.com/>.

Information About Utilities

- Do you need to start new **electrical service** or put the service in your name?
Please contact Evergy 888.471.5275 <https://www.evergy.com/contact-us>
- Do you need to start new **nature gas service** or put the service in your name?
Please contact Spire 800.582.1234 <https://www.spireenergy.com/turn-my-gas-onoff>
- Do you need to start new **water/sewer service** or put the service in your name?
Please contact the water department at Belton City Hall. 816.331.4331
<https://www.belton.org/Government/Departments/Finance/Utility-Billing/Start-Water-Sewer-andor-Residential-Trash-Service>

Here is some information that may be helpful as you prepare for your inspections.

This list is intended to provide general guidelines only. It is not a comprehensive list. Please contact each department, if you have questions.

The **Building Inspection Department** will focus on the following areas:

1. Electrical – Focus is on life safety issues such as properly grounded systems and outlets, proper polarity, adequate disconnecting means and protection from contact with energized system components or components which could potentially be energized.
2. Gas – Focus is on proper venting and gas supply. Additions to the system may require a test to confirm the integrity of the supply system.
3. Plumbing – Focus is on the proper installation of the water heater (thermal expansion and overflow protection) and water hammer arrestor devices.
4. Egress – Adequate means of egress must be provided. The area is inspected **after** the installation of equipment and/or furnishings so that it may be determined that proper egress has not been blocked off.
5. Structural – Apparent structural defects which are potentially dangerous.

The **Fire Marshal** will focus on the following areas:

1. The building address must be clearly marked on the outside of the building facing the street or roadway.
2. All exit paths are clear and unobstructed. Doors must open easily from the inside without the use of special tools or knowledge. If exit signs and/or emergency lighting are required, they must be in proper working order.
3. All electrical outlets, switches, boxes, etc. must be covered. There must be clear access of 30" wide, 36" deep and 72" high to electrical panels. Extension cords may NOT be used as permanent wiring. Power strips are allowed as long as they are plugged directly into an outlet.
4. Combustible storage should be neat and orderly. It may not be stored in exit paths, within 18" of a sprinkler head, or within 2' of the ceiling in buildings without a sprinkler system.
5. Fire protection system test dates must be current. All occupancies must have at least one 5-pound ABC fire extinguisher mounted in a path of travel near an exit.
6. All businesses with a fire alarm system or fire sprinkler system are required to install a Knox Box. For more information, contact the Fire Department at 816.331.7969.

The **Planning and Building Department** must sign off on the use of the facility for the type of business being licensed and any signage installed. Planning and Building will also determine if a Special Use Permit (SUP) is required.

Any remodeling-type work done to a facility must be done in accordance with the building codes in effect at the time of the work and must be properly permitted. Existing conditions, **unless they constitute a life safety hazard or do not conform to a change of use of the structure**, will not be required to be changed. An example would be electrical outlets. Many older buildings have

ungrounded outlets and may be acceptable as-is. However, any new circuits added would be required to be grounded. Existing open boxes or unlabeled panels would be considered a life safety item and would be required to be modified.

A Note from the Missouri Department of Natural Resources Regarding Remodeling or Demolition

There are additional state and federal regulations that apply to demolition and renovation projects regarding inspection for asbestos containing materials, project notification, and proper handling of asbestos containing materials. You should contact the Missouri Department of Natural Resources' Air Pollution Control Program at P.O. Box 176, in Jefferson City, MO 65102, or by telephone at 573.751.4817 to obtain more information about these requirements. You may also find information about these requirements at <http://dnr.mo.gov/> or <https://dnr.mo.gov/env/apcp/asbestos/index.htm>.

The following types of businesses have additional regulations, limitations, and/or specific zoning requirements

- Adult Entertainment
- Alcohol
- Boarding Houses for the Aged
- Daycare/childcare
- Home Businesses (UDC 40-4(2)) – See Home Business handout
- Ice Cream Trucks
- Junk and Salvage Yards
- Lumberyards
- Massage Therapy
- Modeling Studios
- Pawn Shops
- Peddlers (door-to-door)
- Residential Landlords
- Small Loan Establishments/Pay Day Loans
- Taxicabs
- Used Vehicle Dealers