



NEW BELTON BUSINESS LICENSE PROCEDURE

Belton Home Business

City of Belton, Missouri

506 Main Street Belton, MO 64012

P 816.331.4331 F 816.322.4620 www.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 home 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.

The application will be reviewed by the Planning and Building Department for proper zoning regulations. If there are additional code requirements or conditions for your particular type of business, you will be contacted. After all approvals are received and all required information (including payment) is provided to the City Clerk's office, the license will be issued.

License fee \$20

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.
- 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) and have specific restrictions for home businesses. 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/>. Home Businesses have specific restrictions for producing or distributing food. Contact the Planning and Building Department at 816.331.4331.
- Generally, retail sales are not permitted from a home business. There are times, however, when a home business could conduct retail sales (i.e., Internet sales). In such cases, 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
- 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/>.
- 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>

Home Occupations shall be permitted in all residentially used structures, subject to the following restrictions and limitations. (UDC 40-4(2))

Restrictions/Limitations

1. The home occupation shall be incidental and subordinate to the principal residential use of the premises and occupy not more than 25% of the floor area of the dwelling unit.
2. No outdoor storage of materials or equipment used in the home occupation shall be permitted.

3. No alteration of the principal residential building shall be made which changes the exterior character of the residence.
4. No sign shall exceed two (2) square feet; shall be non-illuminated; and shall match the house in color and design.
5. No person shall be engaged in such home occupation other than a person occupying such dwelling as their principal place of residence (i.e., no employees unless they live at the residence).
6. No equipment shall be utilized, or activity conducted that creates a nuisance or hazard to surrounding properties.
7. No merchandise shall be displayed or sold on the premises (i.e., no retail sales conducted at the premises).
8. No additional vehicles shall be parked at the dwelling, other than those owned by the persons occupying such dwelling as their principal place of residence.

Occupations Permitted

Permitted home occupations include the following list of uses and others that are similar in character, do not include retail sales to the public, and do not create greater amounts of traffic or noise.

1. Art, dancing, and music schools, provided that instruction is limited to four (4) students at one time
2. Professional offices for architects, engineers, planners, lawyers, accountants, bookkeepers, and similar professions
3. Offices for realtors, insurance agents, brokers, sales representatives, and manufacturer representative when no exchange of tangible goods is made on the premises
4. Home electronics and small appliance repair service
5. Home crafts and hobbies such as model making, rug weaving, lapidary work, cabinet making, etc.
6. Tailoring, alterations, seamstresses, and formal attire rental. Home occupations that involve formal attire rental shall be reviewed by the Planning Commission after one year of operation to ensure that traffic, neighborhood, or other problems have not been created by the home occupation.
7. The sale of home party products when no exchange of tangible goods is made on the premises
8. Catering services; no commercial kitchens allowed
9. Gun repair and cleaning
10. Beauty parlor or barber services; not to exceed two (2) customers at any given time
11. Home offices for businesses that provide goods and services at locations other than the premises

12. Internet businesses that sell goods online, but no exchange of goods or physical transactions are made on the premises

Occupations Prohibited

Permitted home occupations shall not, in any event, include the following:

1. Bait shops
2. Antiques, retail
3. Funeral and mortuary services
4. Groceries, retail
5. Second-hand merchandise
6. Tourist homes and boarding houses
7. Equipment rental
8. Automobile, motorcycle, vehicle, and small engine repair services
9. Physician, dentist, chiropractic, massage, and other medical professions
10. Machine shops
11. Welding

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

- Daycare/childcare (UDC 40-4(3))
- Peddlers (door-to-door) (Code 6-612)
- Residential Landlords
- Taxicabs (Code 6-679)
- Towing business (UDC 6-4(h)2)

Questions? Please contact the Deputy City Clerk at 816.331.4331 or dgreener@belton.org.