



City of Wentzville  
Business License Renewal Application  
310 W. Pearce Blvd. Wentzville, MO 63385  
Phone: (636)327-5101 \* Fax: (636)639-2017

New or  Renewal (Please check one)

**Section 1.** In accordance with City ordinances, all businesses physically located within and doing business within the City of Wentzville shall be required to purchase and keep on display at their usual place of business, a City of Wentzville Business License. Renewals are due by February 28th of each year. **Additional licenses required for Tattooing, Massage, Payday Loan, and Sale of Liquor. Contact the City Clerk's office at 636-327-5101 for additional information.**

**Section 2.** The following items are to be submitted with this application:

- 1. Certification that all taxes and debts owed the City are paid by both the applicant and the real estate property owner where the business is situated. That any person, firm or corporation which has not paid taxes due and owing the City shall not be entitled to a business license until said taxes/debts are paid in full. If no taxes are owed, a tax waiver must be obtained from St. Charles County.
- 2. If you are a **contractor in the construction industry**, you must supply the City with either a Certificate of Insurance for Workers' Compensation coverage **OR** an affidavit, the form of which shall be developed by the Division of Workers' Compensation, signed by the applicant attesting that the contractor is exempt from RSMO 287.061. The toll-free number for information is 1-800-775-2667. (Form attached)
- 3. If you are a retailer, you must submit a copy of your State of Missouri Sales Tax License.
- 4. A "NO TAX DUE" form must be obtained from the Department of Revenue and submitted with this application. The applicant must obtain this form within 90 days before the date of the submission for application or renewal of the local license. **Cities are not permitted to issue business licenses without this form of verification.** If your business does not make retail sales, it is not required to present a statement of no tax due.
- 5. If massages are performed at this business, each massage therapist shall provide to the City a copy of their State business license which is required by Section 324.247, RSMo.
- 6. License fee of \$50.00 (made payable to "City of Wentzville") has been paid in full.  
\* **No guarantee of issuance with payment**

**Section 3.** If there are any changes please cross out, correct, sign and return

**Business Name:** \_\_\_\_\_ **Local Phone Number:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Type of Business:** (Please check one category that best describes your business): \_\_\_\_\_

- Manufacturing     Agriculture/Forestry/Fishing     Arts/Entertainment/Recreation
- Retail     Accommodations and Food Services     Transportation and Public Utilities
- Wholesale     Service     Payday Loan
- Car Title Loan     Storage Units    **OVER** →

**Owner:** (If a corporation, name of corporation & responsible party)

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

No. Street City State Zip Code

Email Address: \_\_\_\_\_

**Manager:** (If other than Owner)

Name: \_\_\_\_\_ ( ) \_\_\_\_\_

Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

No. Street City State Zip Code

Email Address: \_\_\_\_\_

**Owner of Real Estate:** (Where business is located)

Name: \_\_\_\_\_ ( ) \_\_\_\_\_

Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

No. Street City State Zip Code

**Business Information**

Number of Employees: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time Date Business Opened: \_\_\_\_\_

Missouri Sales Tax ID# \_\_\_\_\_ Federal Tax Payer ID# \_\_\_\_\_

Business Web Site: \_\_\_\_\_

Would you like your web page linked to the City's web page?  Yes  No

This link is provided by the City at no charge. [www.wentzvillemo.org](http://www.wentzvillemo.org)

Cigarette Sales:  Yes  No If yes, please provide a list of your distributors \_\_\_\_\_

I, the undersigned, as the representative of the business, confirm that said business, which is located within the corporate limits of the City of Wentzville, Missouri, has been properly registered with the Missouri Department of Revenue and is coded correctly by said department to report City of Wentzville sales tax.

\_\_\_\_\_  
Signature of Applicant  
Ordinance # 2095

\_\_\_\_\_  
Date

Revision: 12/09/2008

<MASTER\_TOP\_END>

EMERGENCY CONTACT INFORMATION  
FOR  
WENTZVILLE BUSINESSES

**CONFIDENTIAL**

Please fill out this form completely and return with your business license application.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of Business \_\_\_\_\_  
Address of Business \_\_\_\_\_ Phone \_\_\_\_\_

#1 Emergency contact name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

#2 Emergency contact name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Night light	Yes _____	No _____
Strong box	Yes _____	No _____
Safe	Yes _____	No _____
Alarm	Yes _____	No _____

Type of Alarm \_\_\_\_\_  
Company that installed and/or maintains alarm system \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Do you have private security on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, what company? Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

What hours are security guard(s) present? \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information received by: \_\_\_\_\_ Date: \_\_\_\_\_



**AFFIDAVIT OF EXEMPTION  
WORKERS' COMPENSATION INSURANCE  
APPLICABLE STATUTORY PROVISIONS  
Excerpts**

**Construction Licensing Requirement:** § 287.061. 1. Any city or county which issues an occupational or business license for a contractor in the construction industry shall require a certificate of insurance for workers' compensation coverage or an affidavit, the form of which shall be developed by the division, signed by the applicant attesting that the contractor is exempt. No city or county shall have the duty to investigate any certificate of insurance or affidavit filed pursuant to this section.

2. Any contractor who fails to comply with the provisions of subsection 1 of this section shall be denied such a license until he or she furnishes a certificate of insurance.

3. It is unlawful, pursuant to section 287.128, for any contractor to provide fraudulent information pursuant to this section.

**Definition of Employer:** § 287.030.1. The word "employer" as used in this chapter shall be construed to mean:

(1) Every person, partnership, association, corporation, limited liability partnership or company, trustee, receiver, the legal representatives of a deceased employer, and every other person, including any person or corporation operating a railroad and any public service corporation, using the service of another for pay;

(2) The state, county, municipal corporation, township, school or road, drainage, swamp and levee districts, or school boards, board of education, regents, curators, managers or control commission, board or any other political subdivision, corporation, or quasi-corporation, or cities under special charter, or under the commission form of government;

(3) Any of the above-defined employers must have five or more employees to be deemed an employer for the purposes of this chapter unless election is made to become subject to the provisions of this chapter as provided in subsection 2 of section 287.090, except that construction industry employers who erect, demolish, alter or repair improvements shall be deemed an employer for the purposes of this chapter if they have one or more employees. An employee who is a member of the employer's family within the third degree of affinity or consanguinity shall be counted in determining the total number of employees of such employer.

**Sole Proprietor and Partner Exclusion:** § 287.035. 1. The benefits provided by this chapter resulting from work-related injuries shall apply to partners or sole proprietors, only when such partners or sole proprietors have individually elected to procure insurance policy protection for themselves against injuries sustained while in the pursuit of their vocation, profession or business.

**Corporate Exemption (Two Owners/Employees):** § 287.090. 5. A corporation may withdraw from the provisions of this chapter, when there are no more than two owners of the corporation who are also the only employees of the corporation, by filing with the division notice of election to be withdrawn. The election shall take effect and continue from the date of filing with the division by the corporation of the notice of withdrawal from liability under this chapter. Any corporation making such an election may withdraw its election by filing with the division a notice to withdraw the election, which shall take effect thirty days after the date of the filing, or at such later date as may be specified in the notice of withdrawal.

**Criminal Penalties:** § 287.128. 1. It shall be unlawful for any person to:

(8) Knowingly make or cause to be made any false or fraudulent material statement or material representation for the purpose of obtaining or denying any benefit;

3. Any person violating any of the provisions of subsections 1 and 2 of this section or section 287.129, shall be guilty of a class A misdemeanor and, in addition, shall be liable to the state of Missouri for a fine not to exceed ten thousand dollars or double the value of the fraud whichever is greater. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of subsections 1 and 2 of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of subsections 1 and 2 of this section or the provisions of section 287.129 shall be guilty of a class D felony.

4. Any person who knowingly misrepresents any fact in order to obtain workers' compensation insurance at less than the proper rate for that insurance shall be guilty of a class A misdemeanor. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of this section or the

provisions of section 287.129 and who subsequently violates any of the provisions of this section or the provisions of section 287.129 shall be guilty of a class D felony.

5. Any employer failing to insure his liability pursuant to this chapter shall be guilty of a class A misdemeanor and, in addition, shall be liable to the state of Missouri for a penalty in an amount equal to twice the annual premium the employer would have paid had such employer been insured or twenty-five thousand dollars, whichever amount is greater. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of this section or the provisions of section 287.129 shall be guilty of a class D felony.