



Commercial Occupancy and Business License Application

City Hall – 1001 Schroeder Creek Blvd. Wentzville, MO 63385 (636) 327-5101
Public Works 1001 Schroeder Creek Blvd. Wentzville, MO 63385 (636) 327-5102

Welcome to the City of Wentzville! This integrated application process will alert your business activity to multiple departments within the City to help coordinate your business needs in the near future.

Any information deemed not applicable to your business should be signified by "NA". If you have questions regarding this application, please refer to the City's Commercial Occupancy and Business License Guide or contact the appropriate department listed on this form.

Print clearly, completely and legibly as documents may be returned if they are found to be incomplete. There are 5 pages to this application.

General Information

Business Name: _____

Business Address: _____ **Local Phone#:** _____

Mailing Address: _____

Business Email Address: _____

Business Owner #1 Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Business Owners Email: _____

Business Owner #2 Name (if applicable): _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Business Owners Email: _____

Property Owners Name (if different from above): _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Property Owners Email: _____

Does the owner of this business also have a 50% or greater interest in the property? YES or NO

Emergency Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

Manager Contact Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

The utilities should be billed to (Name): _____ listed above.

Utility Deposit: \$ _____ Date: _____ Receipt: _____ Check #: _____

Service Order #

Account #

Occupancy: Paid Date: _____ Receipt: _____ OP# _____ Check #: _____
 (300.3130) **\$50.00 Occupancy Fee**

Bus License: Paid Date: _____ Receipt: _____ BL# _____ Check #: _____
 (200.0010) **\$ 25.00 Business License Fee**

Received by: _____

Date Stamp: _____

Please answer the following questions concerning your proposed business. Use N/A where the question is "Not Applicable".

Planning and Zoning (636) 639-2032

1. What type of business are you proposing? (Retail, Manufacturing, etc.) _____
2. If the proposed business is retail sales of items, what type of items will be offered for sale, be specific. _____
3. Will any products be manufactured or assembled in the proposed business? If so, what products? _____
4. What type of equipment will be used for this proposed business? _____
5. Will any products, merchandise, equipment or materials be stored outdoors? If so, please list. _____
6. Are there any vehicles used in association with the proposed business? If so, how many and what type? _____
7. Will a new trash collection area be used or will you use an existing dumpster on the property? _____

Building and Inspection (636) 639-2036

1. What was the former use of the space you intend to occupy? _____
2. What is your anticipated use and occupant load? _____
3. How many bathrooms will be provided for Males? _____ Females? _____ Family type? _____
4. What is the square footage of the space? _____
5. Does this space or building have a basement? _____
6. Is the building or space sprinklered? _____
7. Do you intend on remodeling the space at all? _____ If yes, a building permit is required.

***Check with the local Fire Protection District for additional permits or inspections.
(636) 332-9869***

Water/Wastewater Department (636) 639-3563

1. All commercial businesses require a backflow preventer.
Size _____ Type (RPZ) _____ or (DC) _____
2. Will your business involve any special process which may require pre-treatment of wastes entering the sanitary sewer lines? _____ If so, please contact the Water/Wastewater Division for further direction.
3. Will your business require any change to the existing water and sewer service provided?

4. Will you need a Water Tap? _____ Provide size needed _____
5. Will you need a Sewer Tap? _____ Provide size of lateral _____
6. Will you need a Fire Service Tap? _____ Provide size _____
7. Will you need an Irrigation Tap? _____ Provide size _____

Business License (636) 327-5101

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 28 of each year.

Additional licenses required for Tattooing, Payday Loan, Adult Entertainment, Pawnbrokers and Sale of Liquor. Contact the City Clerk's office at (636) 327-5101 for additional information.

1. Business License Type: (Please check one category that best describes your business):
 - Manufacturing Agriculture/Forestry/Fishing Arts/Entertainment/Recreation
 - Retail Accommodations and Food Services Transportation / Public Utilities
 - Wholesale Service Payday Loan Car Title Loan Storage Units
2. Intended number of employees (total): _____ Full Time: _____ Part Time: _____
Seasonal: _____
3. Will Alcohol be served by the drink? _____ Package Sales? _____ Amusement devices? _____
4. Cigarette sales? _____ If yes, provide list of distributors:

5. Mo Sales Tax ID#: _____ Federal Tax Payer ID#: _____
6. Date Business Scheduled to Open: _____

The following items are to be acquired by the applicant prior to the issuance of business license.

1. Certification that all taxes and debts owed the City are paid. A tax or fee due and owed by the applicant shall include any such amount owed by the applicant, whether jointly or severally or in joint tenancy or by any partnership, corporation or other entity in which the applicant holds a 50% or greater interest or by any shareholder, member or partner holding a 50% or greater interest in such entity. 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 at (636) 949-7470 or 201 N. Second Street, St. Charles, MO 63301.

- 2. If you are a contractor in the construction industry desiring a business license to operate your construction office in Wentzville, you must supply the City with either a Certificate of Insurance for Workers' Compensation 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. You may obtain this form on the State website at: www.labor.mo.gov/DWC/forms/wc-134-AI.pdf.
- 3. If you are a retailer, you must submit a copy of your State of Missouri Sales Tax License/Certificate.
- 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. If you need assistance with this you may contact the Department of Revenue at (573) 751-9268.
- 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 \$25(made payable to "City of Wentzville") has been paid in full.

***No guarantee of issuance with payment.**

If a license is issued in the middle of the term, fees will be prorated. Please contact the City Clerk to find out the prorated amount before submitting the application. The applicant will need to reapply at renewal time.

I, the undersigned, as the representative, owner or agent of the above referenced address have filled out this form to the best of my ability and agree to conform to all applicable laws of this jurisdiction. I further hereby attest that all information regarding Missouri and Federal Tax information contained herein is coded correctly by said department to report City of Wentzville sales tax.

Signature	Print Name	Date
I am the (circle one):	OWNER AGENT LEGAL REPRESENTATIVE	

NOTE: Forms may be delivered to City Hall at 1001 Schroeder Creek Blvd. Application must be complete and accompany payment to be accepted.

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: _____

