



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 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 joint or separately or in joint tenancy or by any partnership, corporation or any other entity in which the applicant holds a fifty percent (50%) or greater interest or by any shareholder, member or partner holding fifty percent (50%) or greater 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, 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. You may obtain this form on the State website at www.labor.mo.gov/DWC/forms/wc-134-AI.pdf or you may request a form by calling City Hall at 636-327-5101.
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 submission for application or renewal of the local license. Cities are not permitted to issue business licenses without this form of verification. If you need assistance with this, you may contact The Department of Revenue at 573-751-9268. 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 \$25.00 (made payable to "City of Wentzville") has been paid in full.
* No guarantee of issuance with payment

Section 3.

Business Name: _____ (_____) _____
(Local) Phone No.

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 ->



Business License Renewal Application

Does the owner of this business have a fifty percent (50%) or greater interest in the property YES NO

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: _____

Cigarette Sales: Yes No If yes, additional license required. 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

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: _____