



Commercial Occupancy and Business License Application

City Hall · 310 West Pearce Blvd. · Wentzville, MO · 63385 · (636) 327-5101

Public Works · 200 Fourth St. · 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 (4 pages) and legibly as documents may be returned if they are found to be incomplete.

General Information

Business Name: _____

Business Address: _____ **Phone:** _____

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: _____

Emergency/Manager Contact Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____

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

Business Mailing Address (if different from above): _____

Would you like your business web address linked to the City website? _____

Website Address: _____

The link is provided by the City at no charge. www.wentzvillemor.org

Utility Deposit: \$ _____	Date: _____	Receipt: _____	Check # _____
Occupancy Paid Date: _____	Receipt: _____	OP# _____	Note: _____
(300.3130)			
Bus License Paid Date: _____	Receipt: _____	BL# _____	Note: _____
(200.0010)			
Received by: _____ at: PW CH 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? _____
- 3. What is your anticipated use and occupant load? _____
- 4. How many bathrooms will be provided for Males? _____ Females? _____ Family type? _____
- 5. What is the square footage of the space? _____
- 6. Does this space or building have a basement? _____ Is the building or space sprinklered? _____
- 7. Do you intend on remodeling the space at all? _____ If yes, a building permit is required.

Water/Wastewater Department (636)639-3563

- 1. All commercial businesses require a backflow preventer. Will the space be provided with one? _____
- 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 department 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

1. Business License Type (Retail, Restaurant, Industrial, etc)_____

2. Intended # 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#:_____

6. Federal Tax Payer ID#:_____

Date Business Opened: _____

- All taxes and debts owed the City must be 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 entitle to a business license until said taxes/debts are paid in full. If no personal property tax is owed, a tax waiver will need to be provided as proof of no taxes due. Please contact the St. Charles County Collector of Revenue at 636-949-7470 to obtain a waiver.
- 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 web site at: www.dolir.missouri.gov/wc/forms/wc-134-ai.pdf

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 Public Works at 200 Fourth St. or City Hall at 310 W. Pearce Blvd. Application must be complete and accompany payment to be accepted at either location.

