

Jeffrey M. Davis
Mayor

City of Linn Creek

Administrative Offices
102 E. Valley Drive, PO Box 1177
Linn Creek, MO 65052
linncreek@lc-cg.org

Mimi J. Offield
City Clerk

Phone: 573-346-6200

Fax: 573-346-5867

2023 CITY BUSINESS LICENSE RENEWAL

Fee: \$22.50 for Merchants, Service and Home/Business Rental Occupations and \$45.00 for Manufacturers/Warehouses

Name of Business _____

Business Mailing Address _____
Street City State Zip

Business Location _____
Street City State Zip

Contact Person _____ Contact Phone Number _____

Business Phone _____ Emergency Number _____

Contacts email _____

Type of Business or Businesses _____

Maximum Number of Employees _____

Name of Owner _____

Owner's Address _____
Street City State Zip

Home Telephone _____

Please complete all attached forms and furnish the following that apply:

- Federal Tax I. D. Number _____
- Workers Compensation Insurance Number _____
- Copy** of current Missouri Department of Revenue Retail Sales License. If sales are made inside the city limits the retail sales license must show that you are registered inside the city limits of Linn Creek, Camden County, Missouri.
- No Tax Due** letter from the Department of Revenue in accordance with RSMO 144.083.

I state that I am the applicant and hereby declare all above statements to be true and correct. The business to be operated will be conducted in a fair, responsible and reasonable manner without misrepresentation, fraud, willful misconduct or false statement. I declare that the above listed business is in compliance with any federal, state, county, city or local laws or ordinances and understand failure to comply could result in non-issuance or revocation of the license. I agree to obtain and maintain any special permits or licenses related to the above listed business. If business ceases operation or license is suspended or revoked, license will be immediately returned to the City Clerk. If there are changes or transfers of ownership, changes of address or changes in type of business conducted, the City Clerk will be notified within 10 business days.

Date

Applicant's Authorized Signature

Office Use Only:

For the period of January 1, 2023 through December 31, 2023

Business License Number _____ Date Approved _____ Amount Paid _____

City Clerk _____ Date _____

Business License Required and Posting or Display of License

- A. Every person, located in the City, except those covered under Section 71.620 RSMo, desiring to operate a business out of a permanent structure in the City shall be required to obtain a business license before engaging in such activity as specified in this Ordinance.
- B. Any person doing business in the City for a period to exceed thirty days shall be required to obtain a business license before engaging in such activity as specified in this Ordinance.
- C. Every licensee under this Ordinance shall post and maintain his license upon the premises in a place where it may be seen at all times.

License Year, When Fees Are Paid, Expiration

- A. The year upon which fees are based for all business licenses shall coincide with the calendar year starting on January 1st and ending on December 31st. Such fees shall be payable upon filing of a new application and upon renewal annually as further set out in this Section.
- B. License fees for renewals shall be due and payable on or before the last day of the first month of each license year.
- C. All licenses shall expire if the renewal fee is not paid in full within the period provided for in Paragraph "B" above. A license which is not paid in full by such date is delinquent and such business or occupation will be deemed unlicensed and fall under the strict enforcement of Ordinance No. 15-003.

Pro-Rating License Fees

Business license fees shall not be pro-rated but shall be charged on a license year basis.

License Fees – Delinquent and Unpaid, Liability of Violator

- A. All license fees required to be paid pursuant to the provisions of Ordinance No. 15-003 shall be deemed delinquent if not paid on the date such payment is due. All persons delinquent in the payment of such fees, in addition to the fees found to be due, shall be required to pay the license fee, plus an additional ten percent (10%) penalty of the license fee for the first month or fraction thereof past due and an additional two percent (2%) of the license fee due for each additional month such delinquency shall thereafter continue. The penalty provided for in this section shall be in addition to any other penalty prescribed by ordinance.
- B. The amount of any unpaid fee, the payment of which is required hereunder, shall constitute a debt due to the City.
- C. The City Attorney may, at the suggestion of the License Officer, institute a civil suit in the name of the City to recover any unpaid fee or enforce Ordinance No. 15-003 as a result of any unpaid fee.
- D. No civil judgment or any act by the City Attorney, the License Officer or the violator shall bar or prevent prosecution in the Municipal Court for each and every violation of Ordinance No. 15-003.

State Sales Tax License and No Tax Due Letter a Prerequisite

No business license shall be issued to any business conducting any type of retail sales unless it is first shown that they have a sales tax license and no tax due letter from the State of Missouri.

Fee Schedule

The following fee schedule shall apply to all merchants, businesses and occupations, manufacturers and warehouses located within the city:

- A. Merchants. The annual license fee per location for businesses defined as merchants in section 1 of Ordinance No. 15-003 shall be twenty-two dollars and fifty cents (\$22.50).
- B. Service occupations. The annual license fee per for businesses defined as service occupations in section 1 of Ordinance No. 15-003 shall be twenty-two dollars and fifty cents (\$22.50).
- C. Manufacturers/warehouses. The annual license fee per location for businesses defined as manufacturer or warehouses in section 1 of Ordinance No. 15-003 shall be forty-five dollars (\$45.00).
- D. Home / Business Rental occupations. The annual license fee for home / business rental occupations as defined in section 1 of Ordinance No. 15-003 shall be twenty-two dollars and fifty cents (\$22.50).

Separate License for Each Place of Business

Whenever any applicant for a license is engaged in more than one (1) occupation or business at separate addresses a separate license shall be obtained for each separate business.

Additional Business at Same Address

Whenever any applicant for a license is engaged in more than one (1) occupation or business at the same address, in lieu of making separate applications for each occupation or business, the applicant shall make application for the major or principal business being conducted thereon and shall also list on a separate sheet of paper each other type of business being conducted thereon as well as provide all paperwork for said business(s) as required for the major or principal business. Under Ordinance No. 15-003, a business shall be classified as that of a merchant, manufacturer, warehouse or service occupation according to principal activity of business.

Enforcement of Ordinance

The City Clerk and City Police shall see that Ordinance No. 15-003 and all sections are fully complied with and shall advise the city attorney to prepare complaints against all persons known to be in violation. Any person, firm or corporation found to be in violation of Ordinance No. 15-003 for a period of thirty days or more shall be summoned before the Municipal Court of the City of Linn Creek, or the Mayor in vacation, upon complaint duly filed. If the accused plead or be found guilty, the fined prescribed and judgment shall be not less than \$5.00 and not exceeding \$100.00 and such imprisonment as may be just for the offense, recoverable with costs of suit, and no license shall be issued until such fine and costs and the license fee shall be paid in full.



Police Department Information Form

BUSINESS NAME: _____

ADDRESS: _____ UNIT #: _____

PHONE NUMBER: (_____) _____ FAX NUMBER _____

OWNER NAME: _____ EMAIL: _____

OWNER PHONE NUMBER: _____ ALTERNATE: _____

MANAGER NAME _____ EMAIL: _____

MANAGER PHONE NUMBER: _____ ALTERNATE: _____

KEYHOLDER NAME: _____ EMAIL: _____

K.H. PHONE NUMBER: _____ ALTERNATE: _____

SECONDARY KEYHOLDER NAME: _____ EMAIL: _____

PHONE NUMBER: _____ ALTERNATE: _____

ALARM COMPANY NAME: _____

ALARM COMPANY PHONE NUMBER: (_____) _____

TYPE OF ALARM: (CHECK ALL THAT APPLY) BURGLARY FIRE PANIC

SURVEILLANCE CAMERAS ON PREMISES (CHECK ALL THAT APPLY)

YES NO (IF YES, WHERE?) INSIDE OUTSIDE PARKING LOT

ANY OTHER INFORMATION THE DEPARTMENT MAY NEED: IE: HAZARDOUS MATERIALS STORED ON SITE, AMMUNITIONS, IMPORTANT CODES, ETC. :

PLEASE CONTACT LINN CREEK CITY HALL AND ADVISE OF ANY CHANGE IN INFORMATION.
THANK YOU.

RETURN TO:

CITY OF LINN CREEK
102 E VALLEY DRIVE
P.O. Box 1177
LINN CREEK, MISSOURI 65052

PH: 573-346-6200
FX: 573-346-5867