

City of Holts Summit
Retail Business License - 2020-2021
Home-Based

Requirements:

1. Complete Business License application and pay License fee.
2. Submit floor plan of home-based business, notating space within the home that is used for business.

You will not be allowed to open/do business in the City of Holts Summit, Missouri unless all requirements are met.

Completed applications (and all applicable documentation) with payment may be submitted:

In Person:

213 S. Summit Drive
Holts Summit, MO 65043

Or Mailed to:

Attn: Business Licensing
PO Box 429
Holts Summit, MO 65043

Beneficial References:

1. To register your business name, you may either go to the Missouri Secretary of State's office located at 600 W. Main Street, Jefferson City, MO, call (573) 751-4153 or go to their website. <http://www.sos.mo.gov/business/corporations/forms>
2. To decide which form of business entity you wish to establish, you may visit the local IRS office located at 3702 W. Truman Blvd. Jefferson City, MO, call (573) 635-6827 or go to their website. <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Business-Structures>
3. To apply for a Federal Employee Identification number, you may visit the local IRS office located at 3702 W. Truman Blvd. Jefferson City, MO, call (573) 635-6827, or go to their website. <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>
4. To apply for a Missouri State Sales Tax number, contact the Missouri Department of Revenue at (573) 751-9268 or visit their website. <http://dor.mo.gov/business/>

If you have questions or concerns, please call (573) 896-8426



City of Holts Summit

Home-Based Retail Business License 2020-2021

The mission of the City of Holts Summit is to provide a safe, livable, and sustainable community for our present and future citizens

New

Renewal

Late

Business Name: _____

DBA: _____

Physical Address of Business: _____

Mailing Address of Business: _____

Phone #: _____ Fax#: _____

Email: _____

Type of Business/Goods/Services to be offered: _____

Approximate # of Employees: _____

Owners Name: _____

Owners Home Address: _____

Owners Phone #: _____

Missouri State Sales Tax Number: _____

Federal Employee ID Number or Drivers License #: _____

Hours of Operation: _____

Required to Carry Workers Compensation, Per Missouri State Statute 287.061? YES: _____ NO: _____

*If you answered yes, we will need a copy of your certificate. If you answered no, you must file an Affidavit of Exemption for Workers Compensation with our office (attached).

***Electricians and Plumbers must turn in proof of Certification with completed Application.**

I affirm that the information on this application is factual, that this business will be conducted in accordance with all applicable State and City Laws and that all City Taxes/Fees have been paid. I understand that if I am approved that any false statements made by me on this application may result in the revocation of this license.

Signature: _____ Date: _____

* Fee Schedule for Business License Attached.

*** Renewing License: A non-refundable fee of 25% of the license fee per application shall be charged in advance for each delinquent application for a business license that has expired.**

Office Use Only	
License Fee: _____	Zone: _____
Form of Payment: _____	License #: _____
Receipt #: _____	
Approved: Yes _____ No: _____	
Reason For Denial: _____	
City Administrator Signature: _____ Date: _____	

Bracket (Table 1)

<i>Gross Receipts</i>	<i>License Cost</i>	<i>Gross Receipts</i>	<i>License Cost</i>
Less than \$50,000.00	\$25.00	\$1,500,000.00 - \$1,999,999.99	\$250.00
\$50,00.00 - \$99,999.99	\$50.00	\$2,000,000.00 - \$2,999,999.99	\$275.00
\$100,00.00 - \$249,999.99	\$80.00	\$3,000,000.00 - \$3,999,999.99	\$300.00
\$250,000.00 - \$499,999.99	\$120.00	\$4,000,000.00 - \$4,999,999.99	\$325.00
\$500,00.00 - \$749,999.99	\$160.00	\$5,000,000.00 and over	\$350.00
\$750,00.00 - \$999,999.99	\$200.00		
1,000,000.00 - \$1,499,999.99	\$225.00		

Estimate the gross sales volume of said business for the ensuing year beginning July 1st and ending June 30th (Table 1).

Enter License Cost (Table 1) based on estimated gross sales volume: \$ _____

Section 12-25 Application

(f) The applicant of a home-based business shall further submit a floor plan of their home, notating the space within their home that is used for business. This use is permitted if compatible with the residential character of the neighborhood, however, in order to promote peace, quiet, and freedom from excessive noise, excessive traffic, nuisance, fire hazard, and other possible effects of commercial uses being conducted in residential areas all home occupations must meet the following additional standards:

1. A home occupation shall be incidental to the use of a dwelling unit for residential uses. No person other than a person residing at the dwelling unit shall be directly involved with or work in the home occupation. If the home occupation employs persons to work at other locations, the dwelling unit shall not be used as an assembly point for any employees who may work at sites outside the dwelling.
2. No alteration of the residential appearance of the premise shall be made, including the creation of a separate entrance to the dwelling or utilization of an existing entrance exclusively for the home occupation.
3. No more than twenty (20) percent of the total floor area of the dwelling unit and garage shall be devoted to the home occupation. A garage shall not be used for a home occupation if such use has the effect of eliminating required parking.
4. The home occupation shall be conducted entirely within the dwelling unit or garage and no stock in trade shall be displayed or visible outside, or stored outside of any building, and no raw materials, tools, or appliances or waster products shall be stored outside of any building.
5. Signs may be used for identification or advertisement of the home occupation, but such signs must be attached flat to structure, may not be larger than one (1) square foot and may not be illuminated.
6. Direct sales to the public shall not be conducted on the premises, provided that off-site orders previously made may be filled on the premises.
7. The use shall not generate traffic in volumes greater than would normally be expected in a residential neighborhood. For purposes of this section, the normal volume of traffic generated by a single-family dwelling shall be defined as twelve (12) vehicle trips to and/or from the dwelling unit per twenty-four (24) hour period. The use shall not use commercial or business vehicles to deliver finished products from the dwelling unit. All parking necessarily generated by the use shall be off the street.
8. The use shall not produce noise, obnoxious odors, vibrations, glare, fumes, or electrical interference detectable to normal sensory perception outside the structure.
9. No toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials may be used or stored on the site.
10. All persons desiring to have a home occupation must first present appropriate plans to the building regulations supervisor detailing how the dwelling will be used or altered to accommodate the use. Thereafter, whenever any permit or license is to be renewed, the dwelling may be inspected to determine how it has been altered to accommodate use.