

CALENDAR YEAR: _____

License Valid from January 1 to December 31



General Business License Application

\$50.00 Annual Fee

5490 Fifth Street Cottleville, Missouri 63304

Ph: 636-498-6565

Fx: 636-498-6575

DBA Business Name: _____ LLC/Corporation Name: _____

Business Address: _____

Mailing Address: _____

Nature of Business: _____ Number of Employees: _____

Business Phone: _____ Fax: _____ Email: _____

Business Website: _____

Business Owner's Name: _____

Business Owner's Address & Phone Number: _____

Name of Local Manager: _____ Manager Phone No: _____

Federal EIN No.: _____ Sales Tax No.: _____

Check One: Sole Proprietor LLC Corporation Non for Profit

Check List – Attach Copies of the following: INCOMPLETE APPLICATIONS WILL BE RETURNED & NOT ACCEPTED

- Copy of Driver's License or Picture ID of Owner & Local Manager
- Missouri Retail Sales Tax License stating your business is inside the City limits of Cottleville
- No Taxes Due Letter from Missouri Department of Revenue – 573-751-9268 *REQUIRED ANNUALLY*
- Cottleville Police Department Emergency Contact Form
- \$50.00 License Fee Payable to "City of Cottleville"
- Late Fee(s) - \$25.00 per month: not to exceed \$150.00
- Certificate of Insurance for Workers Compensation Coverage for any Employer with five or more employees or any construction business with one or more employees (pursuant to Chapter 287RsMo)
- Approved City of Cottleville Occupancy Inspection – (For New Businesses Or Change in Ownership without a Building Permit)
 Complete an Occupancy Inspection Application which can be found at cityofcottleville.com under forms and permits
- ALL New Businesses within the Old Town Historic District require an approved Conditional Use Permit*
- Site Plan/Zoning approval may be applicable
- New Signage requires a permit, ALL signage within Old Town Historic District requires a Certificate of Appropriateness

The information given above & attached is true and correct to the best of my knowledge

Signature of Owner /Authorized Person Print Name Title Date

Cottleville Office Use							
Date Application Received				Check No:			
Fee Receipt No:				Date License Issued:			
Total Amount Paid:				Notes:			



COTTLEVILLE POLICE DEPARTMENT
EMERGENCY CONTACT FORM – COMMERCIAL

5490 Fifth Street
Cottleville, Missouri 63304

Ph: 636-498-6464

Fx: 636-498-6573

vicki.shope@cityofcottleville.com

NOTE TO OWNER/MANAGER: The following information is needed to maintain our records in the event an emergency contact is to be made after regular business hours. The information will be kept confidential, and used only in emergency situations.

Please notify the Cottleville Police Department Records Division as soon as possible of any changes to the information below.

Please print all information clearly.

DATE: _____

NAME OF BUSINESS: _____

PHONE: _____

ADDRESS: _____

CITY: _____

STATE: MISSOURI ZIP CODE: _____

TYPE OF BUSINESS: _____

USUAL HOURS OF OPERATION _____ / _____ / _____ / _____

(MON – THURS) (FRI) (SAT) (SUN)

TYPE OF ALARMS: (CHECK ALL THAT APPLY)

NO ALARM _____ BURGLARY: _____ HOLD UP: _____ FIRE _____ OTHER: _____

NAME OF ALARM COMPANY: _____ PHONE: _____

OWNER/MANAGER INFORMATION

NAME OF OWNER/MANAGER: _____ MOBILE PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ HOME PHONE: _____

EMERGENCY CONTACTS WITH KEYS TO BUSINESS

1. **CONTACT FIRST:** _____

MOBILE PHONE: _____ HOME PHONE: _____

2. **CONTACT SECOND:** _____

MOBILE PHONE: _____ HOME PHONE: _____

3. **CONTACT THIRD:** _____

MOBILE PHONE: _____ HOME PHONE: _____