

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 amy.lewis@cityofcottleville.com

Please complete all the information requested.

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 *REQUIRED ANNUALLY* : INCOMPLETE APPLICATIONS WILL BE RETURNED & NOT ACCEPTED

- o \$50.00 Annual License Fee Payable to "City of Cottleville";
- o Copy of Driver's License or Picture ID of Owner or Local Manager;
- o Copy of Missouri Retail Sales Tax License stating your business is inside the "City limits of Cottleville";
- o Copy of Recent No Taxes Due Letter from Missouri Department of Revenue – 573-751-2836 – www.mytax.mo.gov
- o Complete Cottleville Police Department Emergency Contact Form;
- o Copy of City of Cottleville Approved Final/Occupancy Inspection – (Only For New Businesses OR Change in Ownership).
- o Late Fee(s) - \$25.00 per month: not to exceed \$150.00 (Renewals are due 12/31 of each year);
- Note: Insurance for Workers Compensation Coverage for any Employer with five or more employees or any construction business with one or more employees (is required pursuant to Chapter 287RsMo);

- ❖ All City of Cottleville Applications can be found at www.cityofcottleville.com, under "forms, permits, and licenses".
- * **Old Town Historic District** - ALL New Businesses or Usage Change require an approved Conditional Use Permit. ALL new signage or exterior building changes require an approved Certificate of Appropriateness.
- Site Plan/Zoning approval may be applicable to new businesses, Contact City Hall.
- A New Build, a Tenant Finish, and New Signage all require a permit(s).

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

X _____
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
Fax: 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 the 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: _____