

CALENDAR YEAR: _____

License Valid from January 1 to December 31



General Business License Application/Renewal

\$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 List – Attach Copies of the following ***REQUIRED ANNUALLY*** : **INCOMPLETE APPLICATIONS WILL BE RETURNED & NOT ACCEPTED**

- \$50.00 Annual License Fee Payable to "City of Cottleville";
- Copy of Driver's License or Picture ID of Owner or Local Manager;
- Copy of Missouri Retail Sales Tax License stating your business is inside the "City limits of Cottleville";
- Copy of Recently Dated, No Taxes Due Letter from Missouri Department of Revenue **with "Cottleville" listed in the upper right.**
573-751-2836 – www.mytax.mo.gov
- Complete Cottleville Police Department Emergency Contact Form;
- Copy of City of Cottleville Approved Final/Occupancy Inspection – (Only For New Businesses OR Change in Ownership).
- 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: _____

TAXATION DIVISION
PO BOX 3666
JEFFERSON CITY, MO 65105-3666



Missouri
DEPARTMENT OF REVENUE

Telephone: 573-751-9268
Fax: 573-522-1265
E-mail: taxclearance@dor.mo.gov

[REDACTED]

DATE: 03/30/2022
VALID THROUGH: 06/27/2022
COTTLEVILLE
↑ For Renewals

CERTIFICATE OF NO TAX DUE

MISSOURI ID: [REDACTED]
Notice Number [REDACTED]

To Whom It May Concern: The Department of Revenue, State of Missouri, certifies the above listed taxpayer has filed all required returns and paid all sales or withholding tax due, including penalties and interest, and does not owe any sales and withholding tax, as of March 29, 2022. This review does not include returns that are not required to be filed as of this date or that have been filed but not yet processed by the Department.

This statement only applies to sales and withholding tax due and is not to be construed as limiting the authority of the Director of Revenue to assess, or pursue collection of liabilities resulting from final litigation, default in payment of any installment agreement entered into with the Director of Revenue, any successor liability that may become due in the future, or audits or reviews of the taxpayer's records as provided by law.

THIS CERTIFICATE REMAINS VALID FOR 90 DAYS FROM THE ISSUANCE DATE.

TAXATION DIVISION

Sample

State of Missouri
Missouri Retail Sales License

Sample

Licensee:

License Issued: 12/21/2020

[REDACTED]
ST CHARLES HARDWOODS INC

MISSOURI ID: [REDACTED]

The issuance of this license is contingent upon the licensee's compliance in all respects with the requirements in Chapter 144 RSMo, and the rules promulgated thereunder.

This license is valid until cancelled and surrendered by the licensee or revoked by the Director of Revenue.

This license must be prominently displayed in the place of business.

STATE OF MISSOURI
MISSOURI DEPARTMENT OF REVENUE
TAXATION DIVISION

This business is registered **INSIDE the city limits of COTTLEVILLE in ST CHARLES COUNTY** and you are liable to collect and remit all applicable state and local sales taxes.

This license is not assignable or transferable.

Notice Number: 2018142590