

CITY OF
Warsaw
Business License Application

Licenses are effective from date issued and will expire on June 30th. Renewal cycle is July 1 – June 30. Renewal applications not received by June 30th will be subject to a late fee of 5%; with an additional 5% penalty assessed the first of each month thereafter. Renewals delinquent past August 31st, will be subject to having their license revoked.

New licenses issued after January 1st will be prorated by 50%.

Business Name: _____

Mailing Address: _____

Physical Location: _____

Type of Business:

1. _____
2. _____
3. _____

Fee: \$ _____

Fee: \$ _____

Fee: \$ _____

Total Fees: \$ _____

Owner's Name: _____ Phone _____

Email Address: _____

Website Address: _____

After Hours Contact Information:

Name: _____

Phone#: _____

Security System Name: _____

Security System Phone #: _____

*All applicants conducting retail sales are required to submit a statement from the Missouri Department of Revenue that the licensee owes No Tax Due under sections 144.010 to 144.510 or sections 143.191 to 143.261 RSMo. The date of issuance on the statement shall not be more than ninety days before the date of submission of application or renewal. **Attach Certificate of No Tax Due.**

Retail Sales Tax # as issued by the Department of Revenue: _____

Business License Requirements

- Health Inspection Report (if needed)
- Backflow Prevention Report (if needed)
- Verification of Lodging Tax Payment (if needed)
- Attach Certificate of No Tax Due

○ Retail Sales Tax #: _____

*The No Tax Due Statement may be obtained by calling the Missouri Department of Revenue at (573)751-9268, or online at: <https://dor.mo.gov/taxation/business/filing-payment/no-tax-due/>

○ **Attach Verification of Fictitious Name Registration**

Sole Proprietorship _____ Corporation _____ LLC/LLP/LLLP _____

*All businesses applying for a City of Warsaw business license must be registered with the Secretary of State.

○ **Worker's Compensation Coverage**

Is a certificate of insurance required? YES NO

*If yes, please instruct your insurance carrier to forward the certificate to us.

*If no, an Affidavit of Exemption must be completed.

*License will NOT be issued until a certificate of coverage or affidavit of exemption has been rendered.

○ **Real Estate Property Tax**

Is the business located in Warsaw? YES NO

*If yes, attach copy of paid tax receipts.

*For any business located within the city limits of Warsaw, Missouri, no license shall be issued until ALL relevant property taxes related to the business have been paid in full.

I declare under penalty of perjury that this application has been examined by me and that the statements made herein are in good faith pursuant to the City of Warsaw tax regulations and, to the best of my knowledge and belief, are true, correct and complete.

Signature of Applicant: _____ Date: _____

Printed Name: _____

Please mail or deliver all documentation & payment to:

City of Warsaw

PO Box 68

Warsaw, MO 65355

**Or return in person at 201 West Main Street or email to
the office at info@warsawmo.gov**

Any questions, please call 660-438-5522.