Date Received:

City of Washington

Business License Application

405 Jefferson St • Washington, MO 63090 • (636) 390-1048 • ntope@washmo.gov

Business Licenses Are Renewable Yearly by July 1

Business Information

Business Name:

Doing Business As:

Physical Address *(Cannot be P.O. Box)*

Street: City: State: Zip:

Mailing Address *(If different from above)*

Attention:

Street: City: State: Zip:

Phone

Primary: Alternate: Cell:

Fax:

E-mail Address:

Federal Tax ID#: Missouri Sales Tax#:

Description of Business:

Number of Employees *(that will be working within the city limits)*:

Date to Open:

Owner Information

Owner's Name:

Home Address

Street: City: State: Zip:

Phone Number:

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 State and City regulations and, to the best of my knowledge and belief, are true, correct and complete.

Signature of Applicant: _____ **Date:** _____

We accept cash, check, and card. Make checks payable to: City of Washington

License Requirements
• Any outstanding fees owed to the City must be paid before a license will be issued
If the business will be occupying a physical location within the City, then:
• You must obtain a Certificate of Occupancy from the Engineering Department. • You must complete and remit the Emergency Callout Letter for the Director of Communications.
If the business will be selling goods at retail, or if you will be providing lodging, then:
• You must submit a copy your State of Missouri Sales Tax License acquired from the Missouri Department of Revenue.
If you are a contractor, then:
• You must supply either a current Certificate of Insurance showing Workers' Compensation coverage – OR – a completed and notarized Affidavit of Exemption.
If you will be offering massage, then:
• You must supply a State of Missouri Massage License Therapist Certificate for each person who will be performing massage.
Taxicabs, Bus Services, Mobile Food Trucks, Pawn Brokers, Security Guards, Sale of alcohol and/or cigarettes have additional licensing requirements. Contact us at (636) 390-1048 or ntope@washmo.gov for more details.

Fees
General Business (all businesses excepting Specialties, Manufacturers, and Massage Therapists)
License Fee: $60.00 prorated monthly, plus Employee Fee: $2.00 per employee
Specialty Business (Astrologers, Carnivals, Circuses or menageries, Clairvoyants, Fortune-tellers, Junk Dealers, Recycling Centers, Mediums, Palmists, Tatooists, Slate writers, Billiard halls, Video/electronic Arcades)
License Fee: $250.00 prorated monthly, plus Employee Fee: $2.00 per employee
Manufacturers
If less than or equal to 75 employees: $75 If more than 75 employees: $1 per employee
Massage Therapists
$25 for each Therapist

Contact Information		
Business Licensing	(636) 390-1048	ntope@washmo.gov
Engineering Department	(636) 390-1010	jwalters@washmo.gov or gvanek@washmo.gov
MO Department of Revenue	(573) 751-5860	businesstaxregister@dor.mo.gov