



City of St. Ann, Missouri
BUSINESS LICENSE APPLICATION

CITY OF ST. ANN
10405 St. Charles Rock Road
St. Ann, Missouri 63074
(314) 427-8009 fax (314) 427 1084

BUSINESS LICENSE INFORMATION

PURSUANT TO CHAPTER 605 OF THE CITY OF ST. ANN CODE OF ORDINANCES, a business License is required for any person or firm engaged in any business located in the City of St. Ann.

Complete the Business License Application in full with information pertaining to your St. Ann location. N/A should be used if a question is not applicable to your business. The following must be received in the City Clerk's Office prior to the issuance of any Business License:

- ♦ A valid government issued identification of owner.
- ♦ A copy of the sales contract or lease agreement.
- ♦ A copy of St. Ann Occupancy Permit. An inspection is required in order to obtain said permit. \$100.00 Inspection Fee (minimum, based on sq ft.) \$50.00 Permit Fee
- ♦ A copy of Community/West Overland Fire District Occupancy Permit.
Call 428-1128 (Community) or 428-6069 (West Overland) to request a permit.
- ♦ Missouri Retail Sales License Number. Call 573-751-3505 to obtain information concerning your Missouri Sales Tax. **(NO TAX DUE CERTIFICATE)**
- ♦ St. Louis County Business License - Call 615-5000
- ♦ Include copy of Certificate of Registration/Fictitious Name documentation from the Secretary of State Office. Contact information-(573) 751-4936.
- ♦ Proof of Workman's Compensation Insurance & General Liability Insurance. Listing the City as the certificate holder.

NEW BUSINESSES whose license fees are based on gross receipts must submit their estimated gross receipts from the date of opening to December 31. The license will be issued based on the estimate. At the end of the year, the business operator must submit the actual gross receipts. If the fee was underestimated or overestimated, an adjustment will be made.

BUSINESSES IN HOME - If the business is to be operated from home, a home occupation permit must be obtained from the St. Ann Director of Building and Zoning.

A BUILDING PERMIT must be obtained for any remodeling or alterations to the premises. Please call the Planning and Zoning Director if you have any questions.

SPECIAL USE PERMIT - Some businesses, such as Restaurants, Automotive Repair facilities and similar uses require a Special Use Permit. Please call 427-8009 to request a determination of your proposed use.

RESTAURANTS - A Special Use Permit is required. Call St. Louis County Health Department for inspection information at 615-0600. This applies to any type of food preparation and handling.

All **MOTOR VEHICLE ORIENTED BUSINESSES** require a Special Use Permit.

Contact St. Louis County Government Center, 615-1500, to determine if a county license is required.

Additional information may be obtained by calling 427-8009.

City Clerk

For Office Use Only

LICENSE # _____
RECEIPT # _____
REVIEWED BY _____

City of St. Ann
10405 St. Charles Rock Road
St. Ann, Missouri 63074
(314) 427-8009 fax (314) 427 1084
BUSINESS LICENSE APPLICATION

Date of Application _____

CITY CLERK OF THE CITY OF ST. ANN, MISSOURI:

The undersigned hereby applies for a Business License to operate a business in the name of
(Please Print or Type Information)

(Business Name)

at _____
(Street Address)

Detailed description of business _____

Hours of Operation:

Corporate Name (if different from above) _____ Business Phone _____
Mailing Address for Billing Purposes _____
Name of Responsible Company Representative: _____ DOB: _____
Home Address _____ SS No.: _____
Home Phone _____

E-MAIL ADDRESS: _____ No. of Employees _____

☐ Please add our information to the City of St. Ann website. _____

CHECK BELOW THE TYPE OF LICENSE APPLICABLE TO YOUR BUSINESS OPERATIONS

☐ (Business/Merchants License) based on **GROSS RECEIPTS**. State all revenue which is estimated to be received from any source from the date business opens to December 31. \$ _____

****REQUIRED TO SUBMIT "NO Tax Due" Letter**** **MINIMUM LICENSE FEE \$100.00**
License Fee: \$1.00 per 1,000 up to \$100,000.00
\$1.10 per 1,000 between \$100,001.00 to \$5,000,000.00
\$1.25 per 1,000 between \$5,000,001.00 to \$15,000,000.00
\$1.50 per 1,000 over \$15,000,001.00

☐ (Business License) **SERVICE BUSINESS** – Based on Flat Fee **MINIMUM LICENSE FEE \$100.00**

☐ (Business License) **SQUARE FOOTAGE FEE** – Based on .10 per square foot: _____
At an election held on November 8, 2005, the voters authorized a business license fee for space occupied in excess of one thousand (1,000) square feet by "business occupations," as defined in the Code, from a flat fee of one hundred dollars (\$100.00) to a fee of ten cents (\$0.10) per square foot for each square foot of space occupied or a flat fee of one hundred dollars (\$100.00), **whichever fee is greater**;

DEFINITION:

OCCUPIED SPACE: Total square feet occupied, leased, owned or controlled for use as or by a business occupation including, but not limited to, offices, storage areas, warehouses, cafeterias, restrooms, showrooms, hallways, reception areas, basement areas and any other areas whatsoever, but excluding the total square feet of occupied space either leased or offered to lease, through a real estate brokerage listing or some other demonstrable means, to other persons or entities subject to the payment of a business license fee pursuant to this Chapter.

☐ (Business License) **HOME OCCUPATION** – Home based business. **MINIMUM LICENSE FEE \$100.00**

State type of business _____
Fee based on type of Business – Flat Fee or Gross Receipts

TOTAL AMOUNT DUE: _____

License fees are renewable yearly, and are due on or before January 1st and becomes delinquent after January 31st.
Additional charges apply if not paid by January 31st

The foregoing information is true to the best of my knowledge and information

(President/Owner Signature)

(Title)

STATE OF MISSOURI)
COUNTY OF ST. LOUIS) SS
CITY OF _____)

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

IMPORTANT

MUST BE COMPLETED AND RETURNED TO:

☐ New Business

☐ Renewal

City of St. Ann
10405 St. Charles Rock Road
St. Ann, Missouri 63074

Name of Business: _____

Address: _____

Phone Number: _____ E-MAIL: _____

HOURS OF OPERATION: _____

(This helps the Police Department know the times someone is authorized to be in the building)

IN CASE OF EMERGENCY NOTIFY THE FOLLOWING

NO. 1 _____

NO. 2 _____

Relationship ☐ Owner ☐ Partner
To the Business: ☐ Manager ☐ Spouse
☐ Other _____

Relationship ☐ Owner ☐ Partner
To the Business: ☐ Manager ☐ Spouse
☐ Other _____

ALARM COMPANY: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Property Owner Information:

Name: _____ Phone #: _____

Address: _____

**PLEASE CONTACT CITY HALL IF CHANGES ARE MADE TO THE EMERGENCY
CONTACT INFORMATION. KEEPING THIS INFORMATION UP TO DATE WILL
HELP AVOID DELAYS IN RESPONSE TIME IN THE EVENT OF AN EMERGENCY.**

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WORKER'S COMPENSATION COVERAGE

_____ **I Do hereby certify that I have Worker's Compensation Coverage as required by Chapter 287 Revised Statutes of Missouri 1986, as amended 2005.**

This coverage is with:

(Name of Insurance Company)

_____ **I Do hereby certify that I am not required to have Worker's Compensation Coverage under the provisions of Chapter 287 Revised Statutes of Missouri 1986, as amended 2005.**

Signature _____ Date _____

WORKER'S COMPENSATION LAW

The Worker's Compensation Law, Chapter 287, Revised Statutes of Missouri 1986, as amended 2005, requires that every applicant for an occupational or business license shall provide a certificate of insurance for worker's compensation coverage if the applicant for the license is required to cover his liability under Chapter 287, RSMo.

Worker's Compensation Coverage is required for every employer with five or more employees, except that construction industry employees, who erect, demolish, alter, or repair improvements shall be deemed an employer for the purposes of the law if they have one or more employees. Please check the appropriate line on the front of this form to comply with this law.