

Business License Application/Renewal

1. Name of Business: _____ Phone Number: (____) _____

2. Physical **AND** Mailing Address: _____

3. Nature of Business: _____ Email: _____

4. Manager: _____ Managers Phone# :(____) _____

5. Owner & Address: _____ Owners Phone #: _____

6. Federal Tax ID No.: _____ Missouri Tax ID No.: _____
(Owner's Social Security Number if no Fed or State Tax ID No. assigned.)

7. # Employees (exclude owner): _____ Workers Comp. Required: Yes No *(copy must be attached)*

8. License History. State whether Applicant, Owner(s), or Managers have ever had a business license suspended or revoked in Missouri or any other state. Yes No If yes: a) State of Revocation: _____
b) Date of Susp/Revoc: _____ c) Period of Susp/Revoc: _____ d) Provide explanation on back

9. Sales Tax License No.: _____ If applicant has a sales tax license number, applicant must attach tax clearance letter from the Missouri Department of Revenue at **751-9268** showing that owner/manager is not indebted to the City of New Bloomfield or Missouri for any tax, including sales tax.

10. Notice to applicant. All licenses expire December 31st each calendar year and are not transferable to any other person or entity. **Applications and fees must be received by January 15th each calendar year to avoid penalties and/or a citation being issued for non-compliance.**

11. Applicant signature. The undersigned applicant certifies that the information contained in this application is accurate and complete. The applicant further understands that ***all required documentation must be included*** when the application is submitted for processing including the \$25.00 business license fee. Incomplete applications will be returned.

Date: _____ Applicant Signature: _____

Title: _____

FOR USE BY CITY OF NEW BLOOMFIELD ONLY:

Date Received: _____ Fee Pd: **\$25.00** Check/MO # _____ Cash/Rcpt#: _____

Determination: Approved or Denied Date License & Receipt Issued: _____

If denied, reason: _____

BOARD OF ALDERMEN

Mike Lowe, Sr.
Mayor

Greg Rehagen
Ward I Representative

Paul Hilchen
Ward I Representative

Rosemary Augustine
Ward II Representative

Martha Siegel
Ward II Representative

City of New Bloomfield

501 Glenwood · P.O. Box 77
New Bloomfield, MO 65063

Phone (573) 491-3614 Fax (573) 491-3722
nbcity@embarqmail.com
www.newbloomfieldmo.com

Mike Rieken
City Superintendent

Terra Guittar
City Clerk/
Municipal Court
Administrator

Chris Hammann
Chief of Police

David F. Barrett
Municipal Court Judge

Mark G.R. Warren
City Attorney
Prosecuting Attorney

BUSINESS LICENSE APPLICATION/RENEWAL INSTRUCTIONS

The City of New Bloomfield requires anyone conducting or engaging in business in the City to obtain a business license. **All licenses expire on December 31st of each year.**

A completed business license application must include the following attachments:

1. Cash, check, or money order for the \$25 license fee payable to the City of New Bloomfield.
2. A certificate of insurance for workers compensation coverage if required by State law under Chapter 287 RSMo.
3. Certificate of "No Tax Due" issued by the Department of Revenue showing that the applicant is not indebted to the State of Missouri or the City of New Bloomfield for any taxes of any kind or nature, including, but not limited to, sale taxes. This certificate is only required if you are selling goods. This does not apply to those offering services.
4. Missouri State Sales Tax ID number. This applies only to those selling goods (retail). This does not apply to those offering services.
5. Any applicant applying for a license with respect to electrical or plumbing work must submit journeyman or master's plumber or electrical license of another city of the State of Missouri provided that such applicant has been licensed by a city having adopted a plumbers or electrical code and plumbing or electrical examination requirements. The license must be a permanent license.

No business license shall be issued to any applicant who is in arrears for any debt of any kind or nature owed to the City of New Bloomfield.

Failure to submit all documentation and fees may result in a citation being issued for violating City Ordinance 547-04. Please note that the penalty for performing business inside city limits without a business license could result in a fine not to exceed \$500.

If you have any questions please call City Hall during regular business hours at 573-491-3614.

Thank you!