

# City of Camdenton

## Change(s) to an Existing City Business License



### Applicant Information

NAME OF BUSINESS (d/b/a)

Mailing Address

Mailing City, State, Zip

Detailed Description of Business, Organization, Trade

Business Phone Number

EIN/FIN #

Manager

Owner Name

Owner Phone Number

Email Address/Website

Physical Address (if different):

Physical City, State, Zip

Business Fax Number

Number of Employees, other than owner

Manager Phone Number

Owner Mailing Address

Owner City, State, Zip

### Applicant Certification

**NOTICE TO ALL BUSINESS OWNERS IN THE CITY LIMITS OF CAMDENTON: AS REQUIRED BY §144.083.4 RSMo. Verification of paid Missouri State Sales Tax (No-Tax Due Letter from the Missouri Department of Revenue) must be submitted with this application. A copy of the Missouri Retail Sales Tax license listing the City of Camdenton must accompany this application.**

**\*\*\*PLEASE NOTE: A COPY OF ANY STATE AGENCY REQUIRED LICENSE MUST ACCOMPANY THIS APPLICATION\*\*\***

**WE/ I UNDERSTAND THIS BUSINESS LICENSE AUTHORIZES ONLY THE VENDING OF GOODS, WARES, MERCHANDISE AND/OR SERVICES FOR THE ACTIVITY DESCRIBED IN THE DETAILED DESCRIPTION OF BUSINESS ACTIVITY FOR THIS APPLICATION.**

1. The Application for a Business License for any business with a physical location inside the City limits must be completed and signed by the owner/managing officer of the business. A new application is required for – CHANGE IN OWNERSHIP OR CHANGE IN LOCATION OR CHANGE IN OCCUPANCY TYPE BY CITY CODE SECTION 605.090
  - a. Inspections will be coordinated with the Code & Fire Official for compliance with the Fire Prevention Code. See attached checklist – please note that not all items on the checklist will apply to every business location and there may be additional items not included on this list for certain type of businesses. This list is provided so you, the business owner/manager, can address these issues prior to calling to schedule an inspection. Any Code violations will be noted and a letter of insufficiency issued to the owner/manager.
  - b. The Certificate of Occupancy and/or Business License will not be issued before all code violations are corrected.
  - c. At the Code and Fire Official's discretion a temporary certificate of occupancy may be issued in instances where the building is safe to occupy and determined that the materials necessary to mitigate the violation is actually ordered and not available from other sources.
2. If you will be installing signage or changing existing signage for your business you must complete a sign permit application (see attached). Complete Sign Code (Section 440.220) available online at [www.camdentoncity.com](http://www.camdentoncity.com).
3. Any renovations/remodels of the business structure inside or outside may require a building permit. Please contact the City Building Official at 573-346-3600 prior to beginning any work to discuss your plans and need for periodic inspections. Failure to

Store Front Businesses Located in Camdenton: Please provide contact information in case of emergency events

**A BUSINESS MAY NOT OPERATE UNTIL A BUSINESS LICENSE IS APPROVED AND ISSUED**

Emergency Contact Name & Title

Emergency Phone Number

Alarm Company Name

Alarm Company Phone Number

Do you have chemicals or products on the premises that would present one of the following hazards:

Fire Hazard

Immediate Health Hazard

Delayed Health Hazard

Where are the hazards located?

Does the Building have a Fire Sprinkler System

YES

NO

Building Owner Name and Phone Number:

**Certification Statement**

Issuance of this Occupational License does not ensure that the applicant is compliant with Camdenton City Code. Applicants are urged to make their own inquiries to ensure legal compliance regarding these areas. I hereby certify that the business or occupation I intend to pursue under the authority of the license for which I am apply does not violate or otherwise conflict with existing laws of the State of Missouri. I hereby state the information contained herein is true, correct and complete to the best of my knowledge. I also acknowledge that this is only an application and is not approval to operate a business.

*Please note: this application must be fully completed and legible before it will be processed*

**WE/I UNDERSTAND THAT PER CITY CODE 400.080 THAT IT IS NOT PERMISSIBLE FOR ANYONE TO LIVE IN OR STAY OVERNIGHT IN ANY BUSINESS UNLESS SPECIFICALLY ZONED FOR DWELLING PURPOSES.**

Initials \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATION**

I am authorized by the applicant to sign on his/her/its behalf and have read fully and completely this application and all laws or ordinances referred to herein. The information contained herein is true, correct and complete to the best of my knowledge, information, and belief.

Signature of Principal Officer

Date

\_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY**

LICENSE # \_\_\_\_\_

CITY CLERK APPROVAL: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

EMAILED TO LICENSE GROUP \_\_\_\_\_

SENT FOR INSPECTIONS \_\_\_\_\_

INSPECTION INFORMATION \_\_\_\_\_

DATE LICENSE ISSUED \_\_\_\_\_

(BUSINESS LICENSE APPLICATION – REVISED 03/17)