



City of Wentzville
Business License Renewal Application
310 W. Pearce Blvd. Wentzville, MO 63385
Phone: (636)327-5101 * Fax: (636)639-2017

Section 1. In accordance with City ordinances, all businesses physically located within and doing business within the City of Wentzville shall be required to purchase and keep on display at their usual place of business, a City of Wentzville Business License. Renewals are due by February 28th of each year. **Additional licenses required for Tattooing, Payday Loan, Adult Entertainment, Pawnbrokers and Sale of Liquor. Contact the City Clerk’s office at 636-327-5101 for additional information.**

Section 2. The following items are acquired by the applicant prior to the issuance of business license.

1. Certification that all taxes and debts owed the City are paid. A tax or fee due and owed by the applicant shall include any such amount owed by the applicant, whether jointly or severally or in joint tenancy or by any partnership, corporation or other entity in which the applicant holds a fifty percent (50%) or greater interest or by any shareholder, member or partner holding a fifty percent (50%) or greater interest in such entity. That any person, firm or corporation which has not paid taxes due and owing the City shall not be entitle to a business license until said taxes/debts are paid in full. If no taxes are owed, a tax waiver must be obtained from St. Charles County at 636-949-7470 or 201 N. Second Street, St. Charles, MO 63301.
2. All commercial businesses are required to have backflow protection installed for the safety of the water system. Businesses can request Backflow exemption waivers if their building meets certain requirements. Backflow Waiver applications are available on the city’s website for review at the following link <http://www.wentzvillemo.org/BackflowWaiverApplication.pdf>.
3. If you are a **contractor in the construction industry**, you must supply the City with either a Certificate of Insurance for Workers’ Compensation coverage **OR** an affidavit, the form of which shall be developed by the Division of Workers’ Compensation, signed by the applicant attesting that the contractor is exempt from RSMO 287.061. You may obtain this form on the State website at www.labor.mo.gov/DWC/forms/wc-134-AI.pdf or you may request a form by calling City Hall at 636-327-5101.
4. If you are a retailer, you must submit a copy of your State of Missouri Sales Tax License/Certificate.
5. A “NO TAX DUE” form must be obtained from the Department of Revenue and submitted with this application. The applicant must obtain this form within 90 days before the date of the submission for application or renewal of the local license. **Cities are not permitted to issue business licenses without this form of verification.** If you need assistance with this, you may contact The Department of Revenue at 573-751-9268. **If your business does not make retail sales, it is not required to present a statement of no tax due.**
6. If massages are performed at this business, each massage therapist shall provide to the City a copy of their State business license which is required by Section 324.247, RSMo.
7. License fee of \$25.00 (made payable to “City of Wentzville”) has been paid in full. If you would like to pay with a credit or debit card you may call City Hall at 636-327-5101 to make your payment.
8. **Businesses that are not in compliance by March 1st of each year with a current, validly issued business license will be considered delinquent and subject to a penalty of \$25.00. (Ordinance No. 3268), approved January 16, 2013.**
9. **No guarantee of issuance with payment**

Section 3. Please fill out this form completely, sign and return.

Business Name: _____ **Local Phone Number:** _____

Business Address: _____

Mailing Address: _____

Business Email Address: _____

Business License Renewal

Type of Business: (Please check one category that best describes your business):

- Manufacturing Agriculture/Forestry/Fishing Arts/Entertainment/Recreation
- Retail Accommodations and Food Services Transportation and Public Utilities
- Wholesale Service Payday Loan
- Car Title Loan Storage Units

Does the owner of this business have a fifty percent (50%) or greater interest in the property? YES NO

Owner: (If a corporation, name of corporation & responsible party)

Name: _____ Phone Number: _____

Address: _____
 No. Street City State Zip Code

Email Address: _____

Manager: (If other than Owner)

Name: _____ Phone Number: _____

Address: _____
 No. Street City State Zip Code

Email Address: _____

Owner of Real Estate: (Where business is located)

Name: _____ Phone Number: _____

Address: _____
 No. Street City State Zip Code

Business Information

Number of Employees: _____ Full Time _____ Part Time Date Business Opened _____

Missouri Sales Tax ID# _____ Federal Tax Payer ID# _____

Cigarette Sales: Yes No If yes, please provide a list of your distributors:

I, the undersigned, as the representative of the business, confirm that said business, which is located within the corporate limits of the City of Wentzville, Missouri, has been properly registered with the Missouri Department of Revenue and is coded correctly by said department to report City of Wentzville sales tax.

Signature of Applicant

Date

EMERGENCY CONTACT INFORMATION
FOR
WENTZVILLE BUSINESSES

CONFIDENTIAL

Please fill out this form completely and return with your business license application.

Date: _____ Name of Business: _____

Address of Business: _____ Phone: _____

#1 Emergency Contact Name: _____

Address: _____ Phone _____

#2 Emergency Contact Name: _____

Address: _____ Phone _____

Night Light Yes No

Strong Box Yes No

Safe Yes No

Alarm Yes No

Type of Alarm _____

Company that installed and/or maintains alarm system _____

Address _____ Phone _____

Do you have private security on the premises? Yes No

If so, what company? Name _____

Address _____ Phone _____

What hours are security guard(s) present? _____

Remarks: _____

Information received by: _____ Date: _____