



City of Warrenton

200 West Booneslick

Warrenton, MO 63383

Phone: 636-456-3535 Fax: 636-456-8135

www.warrenton-mo.org

**Application for Occupational License**

Legal Name of Business: \_\_\_\_\_ Missouri Sales Tax #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Federal ID # or Social Security #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Business Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Owner's Phone #: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address of Owner(s) \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Will liquor of any type be sold or served at this location?  Yes  No Year Established: \_\_\_\_\_

I, \_\_\_\_\_ do hereby certify that the foregoing is a true and correct statement.

**Should any of the statements be subsequently proven inaccurate I understand the City of Warrenton may suspend or revoke my Occupational License. All licenses must be renewed annually. I also understand that a license will not be issued if any past due City of Warrenton taxes are owed. The City may contact the undersigned for important business information.**

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title or Relationship to Business: \_\_\_\_\_

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**CITY HALL STAFF ONLY**

Group Classification: \_\_\_\_\_

License Number Issued: \_\_\_\_\_ Fee Due for License: \_\_\_\_\_



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### Business License Requirements

Businesses operating within the City of Warrenton shall be licensed per the Warrenton City Code – Business Licenses. Please see [Section 605.011](#) for persons not charged for business licenses. In order to process a new business license, the following will be needed:

- Completed application for occupational license
- Copy of paid Personal Property Tax receipt (if business address is in City of Warrenton)
- Copy of Missouri Sales Tax Certificate
- Fee – See Section 605.020 below
- Contractors – copy of worker’s compensation insurance
- Contractors – signed affidavit of exemption for workers’ compensation insurance

The required information should be submitted to the Finance Office. The Occupational License shall be issued for a period of one (1) year from the date of issuance. Renewal invoices will be issued a minimum of thirty (30) days prior to the expiration date and will occur on a monthly basis.

#### **Warrenton City Code – [Section 605.020](#): FEE**

Upon every one of the sundry businesses, occupations and avocations and every person, object and subject within this City, a license tax shall be paid by said businesses, occupations, avocations, personal, objects, and subjects within the City as follows:

<u>Classification of Business</u>	<u>Sub-Class</u>	<u>Fee</u>
Professional Service	No storefront location	\$30.00
Professional Service	Storefront	\$40.00
Restaurant/Bar	No storefront location	\$25.00
Restaurant/ Bar	Storefront	\$40.00
Contractors		\$40.00
Manufacturing		\$50.00
Financial Institution		\$60.00
Waste Hauling		\$150.00
Masseur or Masseuse		\$50.00
Merchant	1 to 4 employees	\$25.00
Merchant	5 to 20 employees	\$40.00
Merchant	21 to 50 employees	\$65.00
Merchant	Over 51 employees	\$100.00
Merchant	Per day	\$10.00
Merchant	Seasonal (1 <sup>st</sup> 30 days)	\$25.00
Merchant	Seasonal (60 day extension)	\$30.00
Hotel/Motel	Per room	\$3.00
Junk Yard		\$84.00
Mobile Home Park	Per site	\$5.00
Peddler	One Year	\$100.00
Peddler	30 days	\$25.00
Sexually oriented business		\$500.00
Carnivals	Per day	\$100.00
Special Event License		\$10.00
Special Event promoter’s permit		\$50.00