

City of St. James

Business License Renewal Application
100 S. Jefferson St. James, MO 65559
Phone: (573) 265-7013 * Fax: (573) 265-5585
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Section 1. In accordance with City ordinances, all businesses physically located within and/or doing business within the City of St. James shall be required to purchase and keep on display at their usual place of business, a City of St. James Business License. Renewals are due no later than the beginning of the month in which the license was originally purchased each year. Additional licenses are required for Sale of Liquor. Contact the City Clerk, Sarah Wheeler at 573-265-7013 ext.120 for additional information.

Section 2. The following items are required by the applicant prior to the issuance of a business license within the City of St. James:

1. If you are a retailer, you must submit a copy of your State of Missouri Sales Tax License/Certificate.
2. 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 for 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.
3. Proof of lawful presence within the United State of America. (No business entity or employee shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. RSMo #285.530 #1)
4. If you are a contractor in the construction industry, you must supply the City with either a Certificate of Insurance for Workers Compensation 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 573-265-7013 ext. 120.
5. No City Business License shall be issued or renewed to any person, firm, or corporation who is indebted to the City (City Code Sec. 6-9 (b)).
6. License fee of \$35 (made payable to the “City of St. James”). For Liquor licenses a separate additional fee of \$50. The City of St. James takes all forms of payment including: Check, money order, or credit card.
7. Businesses that are not in compliance by the 1st day of the month due each year with a current, valid business license will be considered delinquent.

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

Business Name: _____

Business Phone #: _____

Business Mailing Address: _____

Business Email Address: _____

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

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

Are you the owner of this business: YES NO

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

Name: _____ Phone #: _____

Address: _____

Email Address: _____

Manager: (If other than Owner)

Name: _____ Phone #: _____

Address: _____

Email Address: _____

Owner of Real Estate: (Where business is located)

Name: _____ Phone #: _____

Address: _____

Business Information

Number of Employees: _____ Full Time _____ Part Time

Date Business Opened: _____

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

Liquor Sales: YES NO

I, the undersigned, as the representative of the business, confirm that said business, which does business within the City of St. James, has been properly registered with the Missouri Department of Revenue and is coded correcting by said department to report City of St. James Sales Tax.

Signature of Applicant

Date