

City of Westphalia
P.O. Box 36,
Westphalia, MO 65085

APPLICATION FOR CITY BUSINESS LICENSE
City of Westphalia Ordinance 09-23

Please complete the attached application and return it along with any required documents and a check for fifty dollars (\$50.00) for a new business and twenty-five (\$25.00) for renewal of a license, made payable to the "City of Westphalia". All licenses expire on March 31st of each year.

Please print or type, using black ink. All questions must be answered. If a question is not applicable, indicate "n/a".

Any license applied for will be issued only upon compliance by the applicant with all provisions of City Ordinance 09-23 and the City of Westphalia Zoning Code.

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH YOUR APPLICATION:

State of Missouri Business/Merchants/Retail Sales License and Missouri Department of Revenue No Tax Due Statement (2 separate documents). All businesses that collect sales tax must submit a copy of their State license showing that the business is registered to collect tax inside the city limits of Westphalia. Section 144.083.2 RSMo, "The possession of a retail sales license and a statement from the **Department of Revenue that the licensee owes no tax due under sections 144.010 to 144.510 or sections 143.191 to 143.261, RSMo.**, shall be a prerequisite to the issuance or renewal of any city or county occupation license or any state license which is required for conducting any business where goods are sold at retail." This was effective January 1, 2009. You can get information on obtaining a license by calling Department of Revenue at (573) 751-2836 or on-line at www.dor.state.mo.us/tax.

Osage County Business/Merchants License. Business owners are required by §150.100 RSMo., 2000, to have a county Merchant's License if the Missouri Department of Revenue issues your business a State Sales Tax Number. This is the ONLY prerequisite for obtaining the county license.

Health Inspection Report issued by the Osage County Department of Health for any business that requires a Health Inspection Report, such as food service, hotel and lodging, childcare, etc.

Application for City Business License
City Ordinance 09-23: Business License (Revised 9/26/2023)
City of Westphalia
P.O. Box 36,
Westphalia, MO 65085
\$50.00 Application Fee, Licenses expire March 31st

Enter your business'

Missouri Business Tax Identification

Number: _____

PLEASE PRINT

BUSINESS INFORMATION:

1. _____ dba: _____
BUSINESS NAME

2. _____
STREET ADDRESS MAILING ADDRESS

3. _____
PHONE NO. BUSINESS HOURS

4. _____
TYPE OF BUSINESS

5. _____
AFTER HOURS (911) CONTACT NAME & PHONE NUMBER

6. IS BUSINESS EXEMPT FROM REPORTING SALES TAX? YES NO (IF NO, COMPLETE NO. 7)

7. _____
MISSOURI RETAIL SALES TAX LICENSE NUMBER NAME (IF DIFFERENT THAN BUSINESS NAME)

8. WILL BUSINESS BE OPERATED FROM A NON-PERMANENT (MOBILE) STRUCTURE? NO YES (IF YES DESCRIBE TYPE OF STRUCTURE AND ANSWER NO. 9)

9. WILL BUSINESS BE OPERATED FROM MORE THAN ONE LOCATION? NO YES
(IF YES LIST ALL LOCATIONS BELOW)

OWNERS INFORMATION:

10. OWNERSHIP STATUS: INDIVIDUAL PARTNERSHIP CORPORATION

11. _____
OWNER/CORPORATE NAME SOCIAL SECURITY NUMBER OR FEIN

12. _____
MAILING ADDRESS PHONE NUMBER

13. _____
E-MAIL ADDRESS

DATE APPLICATION

SIGNATURE OF PERSON COMPLETING

THE ISSUANCE OF A LICENSE SHALL NOT BE CONSTRUED AS A WAIVER OF ANY FURTHER REQUIREMENTS UNDER ANY ORDINANCES OR ZONING CODES OF THE CITY OF WESTPHALIA

(OFFICE USE ONLY)

\$50.00 FEE- CASH/CHECK # _____

\$25.00 RENEWAL FEE- CASH/CHECK # _____

COPY OF STATE LICENSE

COPY OF OSAGE COUNTY LICENSE

COPY OF "NO TAX DUE" FROM DOR

COPY OF OCCUPANCY PERMIT

COPY OF HEALTH INSPECTION REPORT

CITY OF WESTPHALIA BUSINESS LICENSE ISSUED BY:

CITY CLERK _____

DATE ISSUED _____