



## Business License Application Checklist

Anyone doing business in the City of Pacific must have a business license issued by the City of Pacific. This includes:

- All businesses with a City of Pacific address
- All professionals
- Out-of-city businesses such as contractors, sub-contractors, delivery businesses, etc.
- Residents working from their homes

**City Hall will not process or issue any Business Licenses WITHOUT ALL REQUIRED MATERIALS. Payments will not be processed and applications will not be held or accepted WITHOUT ALL REQUIRED MATERIALS AT TIME OF SUBMISSION.** Businesses requiring Health Inspections must provide a copy of you Approval Certificate at time of Application.

Applicant

City Hall

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | License Application - Included                          |
| <input type="checkbox"/> | <input type="checkbox"/> | License Fee (\$50) – Provide a Service and Retail Sales |
| <input type="checkbox"/> | <input type="checkbox"/> | Other License Fee (see pricing list)                    |

**Also include the following if:**

**RETAIL SALES**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | LETTER OF NO TAX DUE COMPLIANCE (For businesses that report Sales Tax) – You may visit <a href="http://dor.mo.gov">http://dor.mo.gov</a> , call (573) 751-9268, or e-mail <a href="mailto:taxclearance@dor.mo.gov">taxclearance@dor.mo.gov</a> for information<br><i>RSMo. 144.083 requires businesses that is has" no tax due".</i> |
|--------------------------|--------------------------|--|

**SALON, BARBER, INSURANCE**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | LETTER OF NO TAX DUE COMPLIANCE (For businesses that report Sales Tax) – You may visit <a href="http://dor.mo.gov">http://dor.mo.gov</a> , call (573) 751-9268, or e-mail <a href="mailto:taxclearance@dor.mo.gov">taxclearance@dor.mo.gov</a> for information<br><i>RSMo. 144.083 requires businesses that is has" no tax due".</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | State Issued License<br><i>Anyone that leases or rents a state/space inside a salon is also required to obtain a shop license</i>  |

**CONTRACTORS**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | General Liability Insurance                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of current Worker’s Compensation coverage (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Indemnity Bond (if working within public right of way)          |

**PACIFIC HOME BUSINESS**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Home Occupation License Application     |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning and Zoning Commission Approval |

**TEMPORARY CONCESSION STRUCTURE (EX. FOOD TRUCK)**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Board of Alderman consent (if on public property)  |
| <input type="checkbox"/> | <input type="checkbox"/> | LETTER OF NO TAX DUE COMPLIANCE (For businesses that report Sales Tax) – You may visit <a href="http://dor.mo.gov">http://dor.mo.gov</a> , call (573) 751-9268, or e-mail <a href="mailto:taxclearance@dor.mo.gov">taxclearance@dor.mo.gov</a> for information<br><i>RSMo. 144.083 requires businesses that is has" no tax due".</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | General Liability  |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of current Worker’s Compensation coverage (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | County Health Dept. Certificate  |

**TO BE COMPLETED BY CITY HALL:**

License Fee Amount Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ License #: \_\_\_\_\_ Completed by: \_\_\_\_\_

## Pricing List:

### Section 605.040. Fees.

1. *Services.* Fifty dollars (\$50.00 per year. Services shall include those areas of business as set forth as follows:

Abstract agencies	Food storage locker	Pharmacies
Actuarial firms	Funeral homes	Photographer
Animal grooming	Gasoline	Pool cleaning service
Architect	Glass installation	Public hall
Auctioneer	Grass cutting	Public warehouse
Auto and truck wash	Grocers	Publisher
Auto dealer (new/used)	Gun shop	Real estate agent
Auto repair	Health club	Refuse collection
Auto towing	Heat/cooling repair	Repair Shops
Barber shop (1 line)	Home/office cleaning	Restaurants/fast food
Beauty shop	Home for the aged	Restaurants/table service
Beauty aids shop	Home maintenance	Security service
Body shop/paint shop	Ice cream vendors	Septic services
Bowling alley	Income tax preparers	Shopping/errand service
Burial headstone services	Insurance agencies	Small engine repair
Business school	Landlords that rent four (4) or more dwellings/units	Storage facility
Carpet and rug installation	Landscaping	Strapping and binding
Clerical services	Laundry	Subcontractors
Clothing and shoe repair	Lawn equipment/sales	Swimming pool
Collection Agency	Lock and key services	Termite and pest control
Contractors	LP and bottled gas dealers	Ticket agency
Convenience Store	Lumber yards	Travel agency
Correspondence school	Lumber/paint/hardware	Vending machine operators
Dry cleaners	Metal and wood finishing	Veterinarian (located in City)
Employment agency	Mobile home park operators	Video rentals
Equipment rentals	Motel	Welding services
Feed and supply	Moving and storage	Wholesale food distribution
Fireworks dealers	Nursery school	Wood packing products
Fixture	Office	
Flea markets	Parcel delivery	
Florist	Pay parking lot	
Food caterer		

2. *Professionals.* Two hundred fifty dollars (\$250.00) per year. Professionals shall include those areas of business set forth as follows:

Banks/trust companies/bank corp	Land surveyors	Real estate agency
Brokerage agency	Loan agency	Savings and loan company
Building complex/rental leasing	Mortgage Broker	Title insurance agency
Cable television	Nursing homes	
Credit Union	Pawnbrokers	

3. *Manufacturers.*

- a. Minimum to 4,999 sq. ft. \$75.00
- b. 5,000 to 20,000 sq ft. \$150.00 annually
- c. 20,001 to 75,000 sq. ft. \$225.00 annually
- d. 75,0001 to 100,000 sq. ft. \$300.00 annually
- e. 100,001 sq. ft. plus \$375.00 annually

Manufacturers/warehouses to include those items set forth as follows:

Automotive parts/equipment	Instrument manufacturer	Silica/silica products
Chemicals	Kitchen cabinets/bath fixtures	Specialty equipment items
Cleaning products	Machined parts manufacturer	Stair/steps/pallets
Development contractors	Marble products manufacturer	Technologies
Graphics/finishers	Paper/box products	Toys
Hardboard builders	Plastic products	Trucks bodies/allied products
Heater/cooling products	Reddi-mix concrete products	Wagon bodies
Ice and ice products	Roller products companies	Warehouses

4. *Others.* Fifty dollars (\$50.00). Others shall include, but not be limited to, those items as set out below:

Activities	Enterprises	Trades
Avocations	Occupations	
Businesses	Pursuits	

Carried on by a family member, residing on that premise, in a residential or multi-family area, that is known as a home occupation

- 5. Billboards, signs and outdoor advertising structures. One hundred dollars (\$100.00) per year per structure.
- 6. Temporary open air vendors. Five dollars (\$5.00) per day.

**Section 605.045. Temporary Open Air Vendors.**

Temporary open air vendor permits shall be required for all temporary open air vendors operating or having any temporary or other location within the City limits. Temporary open air vendor permits shall be issued only for special events and only in locations approved by the City based on coordination with the event sponsor. An existing business license for any other purpose shall not authorize temporary open air vendors. Temporary open air vendors may be permitted by the City to operate on private or public property as part of a special event, provided that the property owner provides written consent if on private property and the Commissioner of Public Works approves the application if on public property. City permit must be applied for a least one (1) week prior to the event, shall be granted for a period of not greater than one (1) week and may be subject to reasonable conditions to protect the health, safety and welfare.