

☐ New Application \$50.00  
☐ Renewal \$35.00



Reviewed by: \_\_\_\_\_  
Approval Date: \_\_\_\_\_  
Denial: \_\_\_\_\_  
Payment Date: \_\_\_\_\_

## City of Weldon Spring Business License Application

All applications must be filed with City of Weldon Spring, Attn: City Clerk at 5401 Independence Road, Weldon Spring, MO 63304  
Licenses will be mailed to the address provided on your application. All business licenses expire on September 30th of each year and must be renewed annually. A late fee of \$25.00 will be charged after September 30th. \*Incomplete applications will not be accepted\*

☐ Commercial Business (Please see City Code [605.005 - 605.070](#)) ☐ Home Business (Please see City Code [405.215 B & C](#))

Legal Name of Business: \_\_\_\_\_

Fictitious Name (DBA): \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Business Website: \_\_\_\_\_ Business Owner: \_\_\_\_\_

Local Manager: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

Name of Property Manager & Phone: \_\_\_\_\_

Type of Business: \_\_\_\_\_ (Retail, Service, Wholesale/Distribution, Office, Manufacturing, or Other)

Number of Employees: Part Time: \_\_\_\_\_ Full Time: \_\_\_\_\_ Total: \_\_\_\_\_

MO DOR Sales Tax Registration Number: \_\_\_\_\_ Federal Employer Identification Number: \_\_\_\_\_

### NO BUSINESS LICENSE APPLICATION WILL BE PROCESSED WITHOUT THE FOLLOWING ITEMS

☐ Business License Fees \$50.00 for New Businesses \$35.00 for Renewals

☐ MO Retail Sales Tax License stating you are in the City Limits of Weldon Spring  
Required for all retail businesses that sell product(s) subject to sales tax

☐ No Tax Due Letter from the Missouri Department of Revenue  
Cities are not permitted to issue business licenses without this form of verification. If your business does not make retail sales,  
please sign here \_\_\_\_\_

☐ Certificate of Insurance for Worker's Compensation (if required)  
Per Missouri state law, any business with five (5) or more employees or a construction business is required to have workers compensation insurance. If you are not required under state law RSMo. 287  
please sign here \_\_\_\_\_

**For new commercial businesses - A fire occupancy inspection by the Cottleville Fire Protection District is required prior to opening. Call 636-447-6655 or visit [www.cottlevillefpd.org](http://www.cottlevillefpd.org).  
If the business is leasing space, the applicant must also provide a copy of the lease.**

I certify, by my signature below, that the statements made in this application are true and accurate to the best of my knowledge and belief.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_