

401 Main Street Pevely, Missouri 63070

### **Business License Renewal Application Information**

- Licenses are due on January 31<sup>st</sup>, 2021. Since the due date is on a Sunday, applications and payment will be accepted until 4:30 PM on Monday, February 1<sup>st</sup>, 2021 without late penalties.
- Any applications and payments received later than February 1<sup>st</sup>, 2021 will be subject to a \$250.00 late fee in addition to \$10.00 per calendar day until the completed application is received.
- Applications must be completed in full and signed with full payment before the license can be issued. Late fees issued due to incomplete applications are not at fault of the City of Pevely.
- If you have any questions when completing your application, please reach out to Linda Miles, Deputy City Clerk during her office hours. She can be reached Monday Friday, 8:00 AM 4:00 PM, by phone at 636-475-4452 ext. 101.
- Processing may take up to 10 business days. Please keep your receipt as proof of renewal until the license has been received at the given mailing address via USPS.

#### **Items Needed for Complete Application**

Copy of paid real estate and personal property tax. If not available, please provide a Jefferson County
Statement of No Tax Due OR No Tax Due letter from MO Department of Revenue
Copy of Tourism / Hotel Tax paid receipt (if applicable)
Completed City of Pevely Police Department Emergency Contact Form



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#### 2021 Application for Business License Renewal

No business subject to City licensing ordinances shall commence operations without first applying for and obtaining a City license to conduct such activities. If you have more than one establishment in Pevely, each separate location is required to have a separate license. If your business conducts more than one business or operation at the same location, you are not required to file a separate application for each such operation. However, the license application shall specify each such operation to be covered by the license and the license fee shall be equal to the sum of all fees for each operation so listed. All applications mailed to the City must be signed and accompanied by the proper remittance, and the other attachments described herein. Please keep a copy of your application for your records.

Business Name:			DBA:
		Phone Number:	
Business Ownership:	Individual	Partnership	Corporation LLC
Nature of Business:			
Opening Date in Pevely:			
Federal Tax ID Number:		Missouri Sales T	ax ID Number:
			:
Party Requesting Licens	se:		
Name:			
Business Address (If Diff	ferent Than Above):		
Business Phone:		Email Addre	ss:
Type of License:	A. Merchant	B. Manufacturer	C. Other Business
Do You Rent or Own the	Property? Rent	: Own	
	A STATE OF THE STA		apter 287 R.S.MO? Yes No
	You Must Submit A Co		rance for Workers' Compensation or Your
true and correct to the	e best of my knowledge.		olication and all documents accompanied are and that should anything be incorrect, I am g corrections as needed.
Signat	ure	Date	Title
Office Use Only			
Received By:		Date:	Amount Paid:



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#### A. Merchant

<u>Definition:</u> Every person, including individuals, sole proprietorships, corporations, partnerships, or other forms of business enterprises, to the broadest and furthest extent as is now or hereafter defined under Sections 150.010, 150.020, 150.030, RSMo., which sells or leases goods, wares or merchandise, including food or beverages, at or in any store, stand, place or vehicle in the City, from stock or inventory normally located within the City or from catalog stores and similar operations within the City, directly to ultimate consumers for use or consumption, and not to others for further processing or resale to ultimate consumers and including such sales which are accommodation sales.

#### **Calculation of Fees**

Unless estimated for the reasons stated herein, calculation of business license fees shall be based on the last completed fiscal year of the business, occupation, trade, merchant, or manufacturer as of December 1st preceding each license year. For example, if the license year is January 1 to December 31, 2021, and your fiscal year ends June 30, the business license fees would be based on the fiscal year ending June 30, 2020, or if your fiscal year ends December 31, the business license fees would be based on the fiscal year ending December 31, 2020.

#### Complete All Items: Enter Zero for No Amounts; Enter N/A If Not Applicable

<u>Gross Receipts Information</u> (Required for all merchants. All other business types, please skip and continue to the <u>next page</u>). A full 12 months of actual receipts must be reported. A full 12 months estimated gross receipts should be used for businesses that have not completed a full fiscal year.

Inf	ormation is Actual Estimated		
Fis	cal Month and Year: to  Month and Year Month and Year		
a.	Total Annual Gross Receipts: \$		
b.	Deductible Gross Receipts (If Applicable): \$		
c.	Taxable Gross Receipts (a minus b): \$		
	Taxable Gross Receipts Multiplied by .0005 = \$		
Determination of Merchant License Fee – The License Fee is the Greater of Taxable Gross Multiplied by .0005 or \$100.00.			
Am	ount of Merchant License Fee: \$		



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#### B. Manufacturer

<u>Definition:</u> Every person, including individuals, sole proprietorships, partnerships, or other forms of business enterprises, to the broadest and furthest extent as is now or hereafter defined under Section 150.300, RSMo., which is engaged in treating, processing, refining, improving, combining, fabricating, assembling or otherwise adding to the usability, value or appearance of commodities, goods, or other personal property within the City regardless of where the sale of such manufactured commodities, goods or other personal property terminates, and regardless of whether such manufacturing is done for sale upon order or for sale upon expected or anticipated demand for the manufactured commodities, goods, or other personal property.

#### **Calculation of Fees**

Required for all manufacturers. All others enter N/A and go the next page. Calculate based upon the number of employees for the last completed fiscal year. If the number of actual employees is not available due to date operations commenced or error in record keeping, amounts should be estimated for the full year. If it is your first license year of operation, estimate the number of employees. Adjustments may be taken in a later license year when actual number of employees for that fiscal year is known.

Inf	formation is Actual Estimated
Nu	mber of Employees:
Fis	cal Month and Year: to  Month and Year Month and Year
De	etermination of Manufacturer License Fee
a.	0 – 1 Employee: \$100.00
b.	2 – 49 Employees: \$60.00 x Number of Employees
c.	50 or More Employees: \$3,000.00
	Determination of Manufacturer License Fee – The License Fee is the Greater of \$60.00 Per Employee with A Maximum Cap of \$3,000.00 or a \$100.00 Flat Fee.
Am	nount of Manufacturers License Fee: \$
	C. Other Businesses
	The fee for issuance of a license for all other businesses, service occupations, and trades not classified as a

merchant or manufacturer shall be \$40.00. Types of businesses that may be considered "other businesses" may include but are not limited to: childcare facilities, medical offices, storage facilities, rental properties,

and mobile home facilities.

Amount Due as License Fee for Other Business: \$

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### FEVELY MISSOURI

### POLICE DEPARTMENT

Alan B. Eickhoff, Chief of Police Captain Larry Miller, Assistant Chief Emergency 911 Fax (636) 475-4632 Dispatch (636) 475-5301 Administrative (636) 475-4498

### **Business Emergency Contact Form**

Print and return	Date:	
Business Name:		
Business Address (Physical):		
(THE <u>PHYSICAL ADDRESS</u> YOU ARE DOING BUSINE	ESS AT)	
Business Address (Mailing):		
(THE <u>MAILING ADDRESS</u> OF WHERE YOU RECEIVE	E MAIL - IF DIFFERENT FROM PHYSICAL)	
Business Hours:		
Business Phone Number:		
Owner Name:		
Owner Home Phone:		
Does the business have an alarm system?	Yes No	
If yes, Alarm Company name and number: _		
Emergency contacts to be called if needed: No (will be called in the order listed)	Name and Phone Number	
1		
2		
3		
4		
5		
List any special instructions:		

NOTE: THE ABOVE INFORMATION IS FOR LAW ENFORCEMENT PURPOSE ONLY, AND WILL BE KEPT CONFIDENTIAL. THIS INFORMATION IS TO UPDATE OUR RECORDS.