



City of Pevely

401 Main Street Pevely, Missouri 63070

Business License Renewal Application Information

- Licenses are due on January 31st, 2021. Since the due date is on a Sunday, applications and payment will be accepted until 4:30 PM on Monday, February 1st, 2021 without late penalties.
- Any applications and payments received later than February 1st, 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



City of Pevely

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A. **Merchant**

Definition: 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

Gross Receipts Information (Required for all merchants. All other business types, please skip and continue to the next page). 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.**

Information is ☐ Actual ☐ Estimated

Fiscal 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 Receipts Multiplied by .0005 or \$100.00.

Amount of Merchant License Fee: \$ _____



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B. Manufacturer

Definition: 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.

Information is ☐ Actual ☐ Estimated

Number of Employees: _____

Fiscal Month and Year: _____ to _____
Month and Year Month and Year

Determination 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.

Amount 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: \$ _____



401 Main Street
Pevely, Missouri 63070

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 PHYSICAL ADDRESS YOU ARE DOING BUSINESS AT)

Business Address (Mailing): _____

(THE MAILING ADDRESS OF WHERE YOU RECEIVE 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: Name and Phone Number

(will be called in the order listed)

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.**