

CITY OF SAINT LOUIS
HOME OCCUPATION LICENSE APPLICATION

DISTRICT _____
SUB DISTRICT _____

FOR LICENSE YEAR BEGINNING: JUN 1, _____
MUST FILE AND PAY BEFORE: JUN 1, _____

ITEMS 1 THROUGH 12 MUST BE COMPLETED

1. TRADE NAME _____

2. TRUE NAME _____

3. STRUCTURE
ADDRESS _____

4. MAIL TO:

OWNER

HDQTRS

STRUCTURE

5. FEDERAL ID/SS NO. _____

6. BUSINESS PHONE _____

7. FAX NUMBER _____

8. SALES/USE TAX NO. _____

9. TYPE ORGANIZATION IND PTN CORP

10. DATE BUSINESS STARTED
IN ST. LOUIS CITY _____

11. BUSINESS TYPE _____

12. NO. OF EMPLOYEES _____

Businesses that do not file and pay before June 1 will be subject to CLOSURE for operating without a License.

**THIS SPACE
PROVIDED TO
CORRECT ABOVE
LINE ITEMS**

MAIL TO
ADDRESS IS

OWNER

HDQTRS

STRUCTURE

1. TRADE NAME _____

2. TRUE NAME _____

3. STRUCTURE
ADDRESS _____

4. MAIL TO:
NAME
AND
ADDRESS _____

5. FEDERAL ID/SS NO. _____

6. BUSINESS PHONE _____

7. FAX NUMBER _____

8. SALES/USE TAX NO. _____

9. TYPE ORGANIZATION _____

10. DATE BUSINESS STARTED _____

11. BUSINESS TYPE _____

12. NO. OF EMPLOYEES _____

Ordinance 67909 Addendum - (<https://www.stlouis-mo.gov/license-collector/business-license-info/ordinance-67909.cfm>) - **Required for license years 2009 and after**

- Has the applicant ever pled guilty or nolo contendere to, or been convicted of, or been found guilty of violating sections of Missouri Revised Statutes, chapters 566, 568, or 573 concerning children and related sexual activities as more specifically addressed in City Ordinance #67909? YES NO
- Only if the answer to Question #1 is YES, does this business involve the likely direct interaction with persons under the age of eighteen in either child-centered or child-based events, activities and programs, as addressed in Ordinance #67909? YES NO
- If the answers to Questions #1 and #2 are YES, state the date, county, and offense on a separate page.

Initial _____

ANNUAL FEE	\$25.00
PLEASE INCLUDE A COPY OF YOUR E-234 FORM THAT WAS FILED WITH THE COLLECTOR OF REVENUE.	
IF YOUR BUSINESS GROSSED \$100,000 OR MORE IN THE PRECEDING CALENDAR YEAR YOU MUST APPLY FOR A GRADUATED BUSINESS LICENSE.	
TOTAL DUE – PAY WITH RETURN	\$25.00

LICENSE ISSUED

ET	PET	PPT	OCC	WC	SST	SIGN	BAL
OTHER	PRIOR	POLICE	CONT	ID	CREDIT	CHK	67909

LIC. APPROVED _____

MAKE CHECKS PAYABLE TO:

Mavis T. Thompson, Esq.
License Collector
P.O. Box 78158
Saint Louis, MO 63178-8158

I HEREBY CERTIFY AS PROVIDED BY LAW THAT THE FOREGOING IS A TRUE STATEMENT. I FURTHER CERTIFY THAT THIS APPLICANT HAS PAID ALL REAL ESTATE TAXES, PERSONAL PROPERTY TAXES, EARNINGS TAXES, LICENSE TAXES, PERMITS AND CERTIFICATE FEES DUE AND PAYABLE TO THE CITY OF SAINT LOUIS AND THE STATE OF MISSOURI.

(PRINT NAME AS SIGNED)

SEE INSTRUCTIONS ON BACK
PAYMENT REQUIRED WITH APPLICATION

(SIGNATURE OF OFFICER, OWNER OR AUTHORIZED PERSON)

HOME OCCUPATION LICENSE APPLICATION INSTRUCTIONS

1. No person may carry on a business for which a license is required without having a license for that purpose. The License Collector is required to report to the police all persons who fail to take out the proper license or pay the license tax.
2. Any person failing to file with the License Collector the appropriate business license application and pay the license tax on the date due shall be subject to the appropriate penalties and forfeiture prescribed by law.
3. The License Collector cannot issue any business license or license renewal until all current and past taxes, including personal property taxes, earnings taxes, payroll taxes, license taxes and permit and certificate fees due the city are paid.
4. If you are required to have a Missouri sales tax license, your account must be current in order to receive a business license. Please verify the Sales Tax License number printed on line 8. To obtain a Certificate of No Tax Due you will need to contact the Missouri Department of Revenue at the phone number below:

Missouri Department of Revenue
(573) 751-9268
<http://dor.mo.gov>

5. Any business operating without a valid Business License shall be subject to the appropriate penalties and forfeiture prescribed by law including closure.
6. Business licenses that require an occupancy permit or waiver will not be issued without proof of the required permit or waiver.
7. You must include a copy of your E-234 form (from the previous calendar year) that was filed with the Collector of Revenue. If your business grossed \$100,000 or more you must apply for a graduated business license.
8. Questions concerning this application: Please contact the License Collector's Office 8:00 a.m. – 5:00 p.m. Monday – Friday at (314) 622-4528.