COMMON DOCUMENT NUMBER

CITY OF SAINT LOUIS
MISCELLANEOUS LICENSE APPLICATION

LICENSE TYPE
L421300
HOME OCCUPANCY FEE

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

REPORTED BY TAXPAYER

ANNUAL FEE	**$50.00**
PLEASE INCLUDE A COPY OF YOUR E-234 FORM THAT WAS FILED WITH THE COLLECTOR OF REVENUE.	
IF YOUR BUSINESS GROSSED $20,000 OR MORE YOU MUST APPLY FOR A GRADUATED BUSINESS LICENSE.	
TOTAL DUE – PAY WITH RETURN	**$50.00**

LICENSE #

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

LIC. APPROVED _____.

MAKE CHECKS PAYABLE TO:
MICHAEL McMILLAN
License Collector
P.O. Box 78158
Saint Louis, MO 63178-8158

SEE INSTRUCTIONS ON BACK
PAYMENT REQUIRED WITH APPLICATION

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)

_____
(SIGNATURE OF OFFICER, OWNER OR AUTHORIZED PERSON)

MISCELLANEOUS 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. You may obtain a Missouri Retail Sales Tax license from the Missouri Department of Revenue, located at:

   3256 Laclede Station Rd., Suite 101
   Maplewood, MO 63143
   Phone: (314) 877-0177

5. It is the policy of the License Collector to begin CLOSURE procedures on any business operating without a valid Business License.
6. Business licenses that require an occupancy permit or waiver of the permit will not be issued without proof of the required permit or waiver.
7. 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.