



# NEW BELTON BUSINESS LICENSE PROCEDURE

## Belton Storefront Businesses & Home Businesses

City of Belton, Missouri

506 Main Street Belton, MO 64012

P 816.331.4331 • F 816.322.4620

*Reminder – A business may not operate until a business license is approved and issued.*  
City licenses expire June 30 of each year. **License fees are not prorated.**

### To open a new business located in Belton, the following procedure should be followed.

1. Fill out the appropriate Application for the type of business, completely and legibly.
2. Along with the application, submit one (1) form of identification for all owners listed.
  - Driver License issued by a U.S. state
  - Birth Certificate issued by a U.S. state **OR** birth certificate issued by the U.S. Department of State, if born abroad to U.S. citizen parents
  - U.S. Passport issued by the U.S. Department of State
  - Certificate of Citizenship, if born abroad and U.S. citizenship was acquired through a U.S. citizen parent
  - Naturalization Certificate, if U.S. citizenship was acquired after 18 years of age through the naturalization process
3. If the owner lives in Belton, previous year's personal property tax receipt **OR** letter of non-assessment.

### For storefront businesses only (not home businesses)

4. When the location is set up and you are ready to conduct business, call for a building inspection and fire inspection.
  - Building inspection line 816.892.1260
  - Fire Marshal inspection line 816.331.7969

*It is the responsibility of the business owner/applicant to call for the inspections. Please do not call until you are set up and ready to conduct business. Please allow a 48 hour notice to schedule an inspection.*

The application will be reviewed by Planning and Zoning, the Police Department, and Code Enforcement. After all inspections are completed & approved, and all required information (including payment) is provided to the City Clerk's office, the license will be issued.

<u>Belton Business New License Fees</u>		<u>Belton Business Renewal License Fees</u>	
Storefront Business	\$120	Storefront Business	\$70
Home Business	\$20	Home Business	\$20
All license fees must be paid by cash or check (made out to the City of Belton)			

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## *Two things to keep in mind*

- A Business License is required before business/commerce may be conducted from any address. Storefront businesses are also required to have a Certificate of Occupancy. (A certificate of occupancy is included in a business license)
  - Certificate of Occupancy = allows for the premise to be occupied.
  - Business License = allows for business/commerce to be conducted.
- It is the responsibility of the business owner to comply with all the regulations and ordinances of the City of Belton before a business license will be issued. The City reserves the right to reject any business license that does not meet the codes and regulations required by the zoning ordinance and the code of ordinances of the City of Belton.

### **Additional Items May Be Required**

- If the business will produce or distribute food, a copy of your **Cass County Health Department inspection** is required with your application, OR a letter from the Cass County Health Department stating an inspection is not required. Contact the Cass County Health Department 816.380.8425 or <http://www.casscountyhealth.com/>.
- If the business will conduct retail sales, a **no-tax-due statement** from the Missouri Department of Revenue is required with your application. Contact MoDOR at <http://dor.mo.gov/business/>.
- If the business provides electrical, plumbing, or HVAC services, of copy of the **master certificate** is required with your application.
- A sign is required for most businesses. Signs are regulated by city ordinance. A permit and fee is required at the time of application. Fees vary depending on the type of sign. Contact Planning and Zoning at 816.331.331.
- If the business license is for a contractor in the construction industry (as defined in [Chapter 287.030.1, RSMo., 1994](#)), **liability insurance** is required.
  - Proof of General Liability Coverage of at least \$500,000
  - Coverage naming the City of Belton as a certificate holder
- If the business license is for a contractor in the construction industry (as defined in [Chapter 287.030.1, RSMo., 1994](#)) and the contractor has 1 or more employees (not counting the owner), **workers' compensation insurance** is required.
  - Proof of Workers' Compensation Coverage
  - Coverage naming the City of Belton as a certificate holder

If the contractor has 0 employees or is exempt from worker's compensation coverage, a **notarized affidavit of exemption** is required.

More Information regarding Workers' Compensation can be found at <http://labor.mo.gov/>.

### **Additional Items You May Need**

- County Merchant's License – contact the Cass County Clerk's office at 816.380.8107 or <http://www.casscounty.com>.
- Federal Employer ID Number (EIN) – contact the IRS at <http://www.irs.gov/>.
- Fictitious name registration (DBA) – if you regularly transact business in the state under a name other than your own, "true name," you must register that business name with the Missouri Secretary of State. Contact MoSOS at 573.751.4936 or <http://www.sos.mo.gov/>.
- Liquor license – applications to sell alcoholic beverages must be approved by the City Clerk and police chief. Contact the City Clerk at 816.331.4331.
- State licenses or permits – contact the Missouri Secretary of State at 573.751.4936 or <http://www.sos.mo.gov/>.
- Be sure to register your new business with the Cass County Assessor's Office at 816.380.8393 or <http://www.casscounty.com/>.

## **Here is some information that may be helpful as you prepare for your inspections.**

This list is intended to provide general guidelines only.

The **Building Inspection Department** will focus on the following areas:

1. Electrical – Focus is on life safety issues such as properly grounded systems and outlets, proper polarity, adequate disconnecting means and protection from contact with energized system components or components which could potentially be energized.
2. Gas – Focus is on proper venting and gas supply. Additions to the system may require a test to confirm the integrity of the supply system.
3. Plumbing – Focus is on the proper installation of the water heater (thermal expansion and overflow protection) and water hammer arrestor devices.
4. Egress – Adequate means of egress must be provided. The area is inspected **after** the installation of equipment and/or furnishings so that it may be determined that proper egress has not been blocked off.
5. Structural – Apparent structural defects which are potentially dangerous.

The **Fire Marshal** will focus on the following areas:

1. The building address must be clearly marked on the outside of the building facing the street or roadway.
2. All exit paths are clear and unobstructed. Doors must open easily from the inside without the use of special tools or knowledge. If exit signs and/or emergency lighting are required, they must be in proper working order.
3. All electrical outlets, switches, boxes, etc. must be covered. There must be clear access of 30" wide, 36" deep and 72" high to electrical panels. Extension cords may NOT be used as permanent wiring. Power strips are allowed as long as they are plugged directly into an outlet.
4. Combustible storage should be neat and orderly. It may not be stored in exit paths, within 18" of a sprinkler head, or within 2' of the ceiling in buildings without a sprinkler system.
5. Fire protection system test dates must be current. All occupancies must have at least one 5-pound ABC fire extinguisher mounted in a path of travel near an exit.
6. All businesses with a fire alarm system or fire sprinkler system are required to install a Knox Box. For more information, contact the Fire Department at 816.331.7969.

**Planning and Zoning** must sign off on the use of the facility for the type of business being licensed and any new signage that is installed. Planning & Zoning will also determine if a Special Use Permit is required.

Any remodeling type work that is done to a facility must be done in accordance with the building codes in effect at the time of the work and must be properly permitted. Existing conditions, **unless they constitute a life safety hazard or do not conform to a change of use of the structure**, will not be required to be changed. An example would be electrical outlets. Many older buildings will have ungrounded outlets and may be acceptable as-is. However, any

new circuits added would be required to be grounded. Existing open boxes or unlabeled panels would be considered a life safety item and would be required to be modified.

**A Note from the Missouri Department of Natural Resources Regarding Remodeling or Demolition**

There are additional state and federal regulations that apply to demolition and renovation projects regarding inspection for asbestos containing materials, project notification, and proper handling of asbestos containing materials. You should contact the Missouri Department of Natural Resources' Air Pollution Control Program at P.O. Box 176, in Jefferson City, MO 65102, or by telephone at 573.751.4817 to obtain more information about these requirements. You may also find information about these requirements on the department's website at <http://dnr.mo.gov/> or <http://dnr.mo.gov/env/apcp/asbestos.htm>.

**The following types of businesses have additional regulations, limitations, and/or specific zoning requirements**

- Home Businesses – see additional handout
- Small Loan Establishments/Pay Day Loans
- Pawn Shops
- Adult Entertainment
- Liquor
- Massage Therapy
- Used Vehicle Dealers
- Daycare/childcare
- Boarding Houses for the Aged
- Taxicabs
- Lumberyards
- Junk and Salvage Yards
- Peddlers (door-to-door)
- Modeling Studios
- Ice Cream Trucks

Please contact the City Clerk's office for additional requirements. 816.331.4331