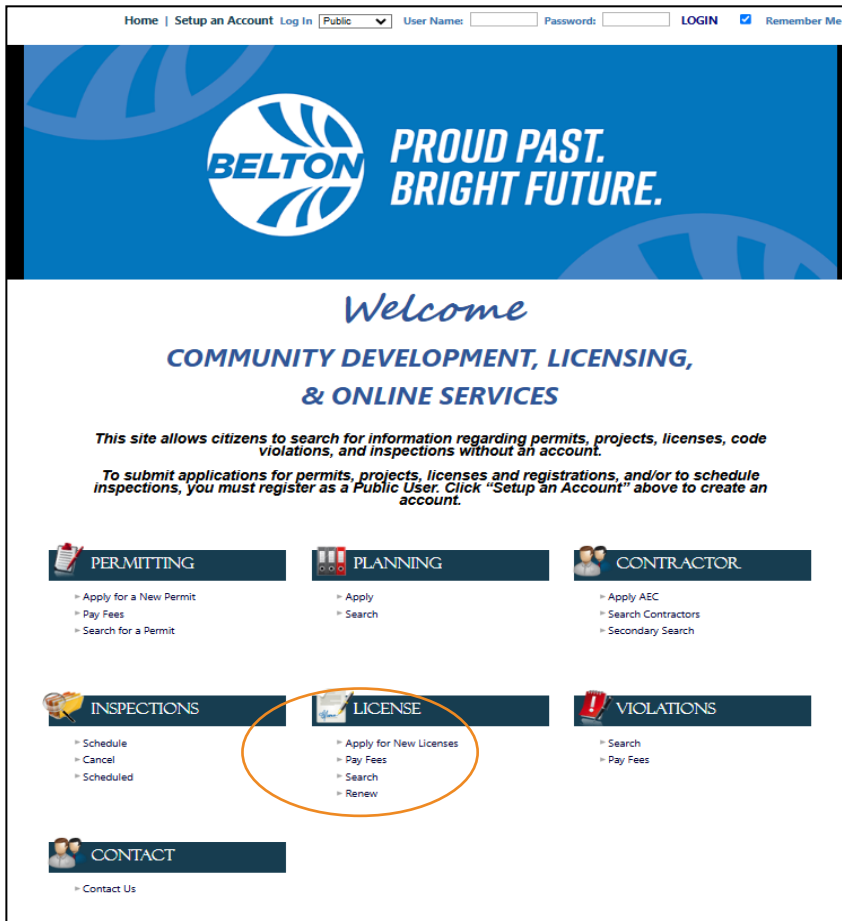




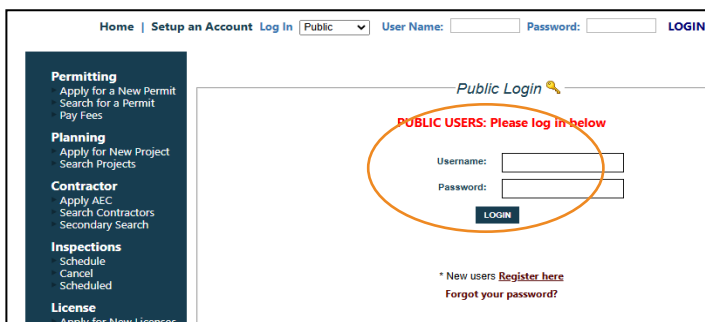
Applying for a license in eTRAKiT

The following process outlines the steps to apply for a new license. eTRAKiT is the City of Belton's online portal for all business licensing and liquor licensing.

1. In **eTRAKiT** (<https://belt.csqrcloud.com/community-ettrakit/>) click **Apply for New Licenses**.



2. Log into the **Public Login** page. If you don't have an eTRAKiT account, see instructions for "[Creating an eTRAKiT Account](#)." Creating an account is required prior to submitting a license application.





- eTRAKiT will open to **Step 1** of the license application. Select the drop-down menu for **Type**. Based upon your **Type** of business, a secondary drop-down menu may appear for your business **Subtype**. Based upon the **Subtype**, additional information may be required.

Not sure what TYPE or SUBTYPE of business you have? See the Types and Subtypes Chart on our website. Locate your old TYPE and it will tell you your new TYPE or SUBTYPE. [Download the Chart.](#)

Licensee Name should be the name of the business OR business DBA.

Be sure to upload all required attachments, as applicable. These might include Missouri SOS registration, Missouri DOR No Tax Due certificate, state licenses, and Certificate of Insurance.

My Dashboard

- Permitting**
 - Apply for a New Permit
 - Search for a Permit
 - Pay Fees
 - Issued Permits Report
- Planning**
 - Apply for New Project
 - Search Projects
- Contractor**
 - Search Contractors
 - Secondary Search
- Inspections**
 - Schedule
 - Cancel
 - Scheduled
- License**
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Violations**
 - Search
 - Pay Fees
- Shopping Cart**
 - Pay All Fees
 - Paid Items
- Contact**
 - Contact us

License Application

Step 1 LICENSE INFORMATION Step 2 Step 3 Step 4

License Information

*Type

*Licensee Name

Tax Exempt *TYPE OF OWNERSHIP

*NUM OF EMPLOYEES *EIN NUM or N/A

Attachments

Please upload all required documents needed for your license application.
Documents can be uploaded at any time using this portal.
Failure to upload required documents may result in unnecessary delays to your license.

Please be sure to click the "Upload" button before moving to step 2.

Filename

Description

Helpful Hint - do not use the "back arrow" to return to a previous step. Use the "Previous Step" button at the bottom of the screen.

- When you click "Next Step" eTRAKiT will open to **Step 2** of the license application.



- 5. If your business **IS physically located in Belton, Missouri**, please follow the steps below.
 - If your business is **NOT** physically located in Belton, Missouri, please skip to #5-1.

Step 2 - Physically located in Belton, Missouri

- The **Search By** drop-down menu should be set to "ADDRESS."
- In **Search Value** put in your physical Belton business address. (e.g. 506 Main)
- Select your address from the drop-down list provided.

If your mailing address **is the same as your physical address**, check the box.

If your mailing address is **NOT** the same as your physical address, fill it in under **License Address**.

The screenshot shows the 'License Application' process, specifically Step 2: Address/Contact Information. The form is divided into 'Mailing Address' and 'License Address' sections. The 'Mailing Address' section includes a checkbox for 'Same as License Address'. The 'License Address' section includes a search bar with a 'Search By' dropdown set to 'ADDRESS', a 'Search Value' input field, and a 'Select address below' dropdown. Below these are fields for Print Name, Email Address, Phone, Fax, and Emergency. At the bottom, there are fields for Street Number, Street Name, Suite, City, State, and Zip. Two helpful hints are provided in orange boxes: one for searching by street name or number, and another for PO Box addresses.

My Dashboard

- Permitting**
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 - Apply for New Project
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 - Search Contractors
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 - Schedule
 - Cancel
 - Scheduled
- License**
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
 - Renew
- Violations**
 - Search
 - Pay Fees
- Shopping Cart**
 - Pay All Fees
 - Paid Items
- Contact**
 - Contact us

License Application

Step 1 | **Step 2 Address/Contact Information** | Step 3 | Step 4

Application for a

License Address

Enter all or part of the address and press search

Search By: ADDRESS

Search Value: [Input Field]

SEARCH | NOT LISTED

Select address below: [Dropdown]

Print Name: [Input Field]

As: [Input Field]

Email Address: [Input Field]

Phone: () - -

Fax: () - -

Emergency: () - -

Mailing Address

Same as License Address

License Address

Street Number: [Input Field] | City: [Input Field]

Street Name: [Input Field] | State: [Input Field]

Suite: [Input Field] | Zip: [Input Field] - [Input Field]

Helpful Hint - if you can't locate your exact address, try searching by only the street name or by only the street number. Then choose your address from the list provided.

Helpful Hint - if your mailing address is a PO Box, fill in the "Street Name" field. You will not put anything in the "Street Number" field.



Step 2, continued

- The **Applicant Information** will automatically be filled in.
- The **Emergency Contact Information** is optional and may be shared with the police and fire departments.
- The **Business Owner Information** should be the business entity's information.
 - LLC or INC will be the MoSOS registered name and information
 - Sole Proprietor will be the individual owner's information

Applicant Information

Name	<input type="text"/>	Phone	() _ -
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>
State	<input type="text"/>		<input type="button" value="CLEAR"/>

Emergency Contact Information

Name	<input type="text"/>	Phone	() _ -
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>
State	<input type="text"/>		<input type="button" value="CLEAR"/>

Business Owner Information

Name	<input type="text"/>	Phone	() _ -
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>
State	<input type="text"/>		<input type="button" value="CLEAR"/>



5-1. If your business is **NOT** physically located in Belton, Missouri, please follow the steps below.

Step 2 - NOT physically located in Belton, Missouri

- Do not complete the first License Address fields.
- Do not check the Mailing Address box.
- Fill in your business **MAILING** address under **License Address**.

License Application

Step 1 | **Step 2 Address/Contact Information** | Step 3 | Step 4

Application for a

License Address

Enter all or part of the address and press search

Search By ADDRESS

Search Value

SEARCH

Print Name

As

Email Address

Phone () - -

Fax () - -

Emergency () - -

Mailing Address

Same as License Address

License Address

Street Number

Street Name

Suite

City

State

Zip

Helpful Hint - if your mailing address is a PO Box, fill in the "Street Name" field. You will not put anything in the "Street Number" field.



Step 2, continued

- The **Applicant Information** will automatically be filled in.
- The **Emergency Contact Information** is optional and may be shared with the police and fire departments.
- The **Business Owner Information** should be the **PHYSICAL ADDRESS** of the business entity.
 - LLC or INC will be the MoSOS registered name and information
 - Sole Proprietor will be the individual owner’s information

Applicant Information

Name	<input type="text"/>	Phone	() _ - _
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>
State	<input type="text"/>		<input type="button" value="CLEAR"/>

Emergency Contact Information

Name	<input type="text"/>	Phone	() _ - _
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>
State	<input type="text"/>		<input type="button" value="CLEAR"/>

Business Owner Information

Name	<input type="text"/>	Phone	() _ - _
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>
State	<input type="text"/>		<input type="button" value="CLEAR"/>

6. When you click “Next Step” eTRAKiT will open to **Step 3** of the license application.



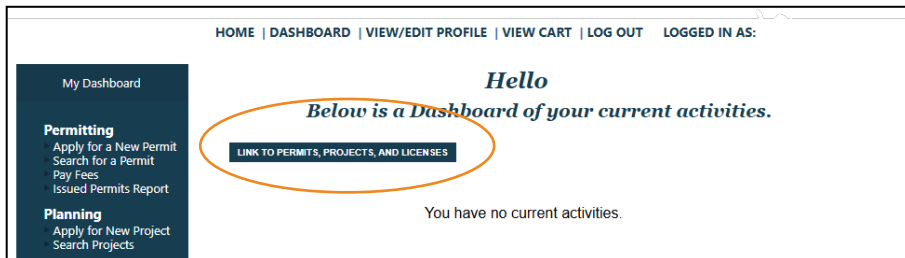
- Step 3** will ask you to review and edit your submission. When you click “Next Step” eTRAKiT will open to **Step 4** and submit your application (there isn’t a “submit” button). If you need to make any changes, use the “Previous Step” button at the bottom of the screen.

Helpful Hint - do not use the “back arrow” to return to a previous step. Use the “Previous Step” button at the bottom of the screen.

CANCEL PREVIOUS STEP NEXT STEP

- After completing the steps and submitting the application you will receive an email verifying the city has received your application.
- If you have more than one license, an application for each license is required (e.g. a Retail license, a Cigarette license, a Liquor License).

Each application you submit will be visible on your DASHBOARD. If a license does not appear on your Dashboard, you can link a license to your account by clicking [Link to Permits, Projects, and Licenses](#).



Important Notes

License fees will be assessed after the submitted application is reviewed and all attachments and inspections (as required) are completed. Be sure to upload all required attachments. These might include Missouri SOS registration, Missouri DOR No Tax Due certificate, state licenses, and Certificate of Insurance. Fees will not be accepted for incomplete applications.

If you need a business license and permit, you can apply for each through your Dashboard. If you are planning to pay by check, they will need to be paid by separate checks.