



**NEW BUSINESS /
OCCUPATION LICENSE APPLICATION**
For the year ending March 31, _____

GENERAL BUSINESS INFORMATION:

DBA Business Name: _____ Telephone No. _____

Local Business Address: _____ Zip Code: _____

Legal Business Name: _____

Billing Address: _____ Zip Code: _____

Email Address: _____

Sole Proprietorship Partnership Corporation LLC Other

If this location is a branch office, list name, address and phone number of parent corporation: _____

Name, address, and phone number of rental agent or owner of property : _____

NAME, TITLE, ADDRESS OF INDIVIDUAL OWNER, ALL PARTNERSHIP OWNERS OR CORPORATE OFFICERS and LOCAL MANAGERS				
NAME	TITLE	ADDRESS	ZIP	PHONE
	Local Mgr			

Telephone Service Provider: _____ Trash Service Provider: _____

Nature of Business/Products Sold: _____

No of Employees: Full Time _____ Part Time _____ Gross Floor Area: _____ Sq. Ft

Does applicant collect Missouri Sales Tax? _____ Sales Tax No.: _____

LICENSE FEE INFORMATION:

- EXEMPT OCCUPATION or NONPROFIT ORGANIZATION (No fee, but license information is requested.)
- SQUARE FOOTAGE: \$0.10 per square foot of floor space (\$100.00 minimum) **(Paid by all non-retail sales businesses.)**
Square Footage of Floor Area utilized by business _____ sq. ft. x \$0.10 = _____ (Fee)
- GROSS RECEIPTS: \$1.00 per \$1,000.00 of annual gross sales (\$100 minimum) **(Paid by all retail sales businesses)**
Estimated gross receipts for current year ending December 31 \$ _____ ÷ 1,000 × 1.00 = \$ _____ (Fee)

AFFIDAVIT:

_____ states that he/she is _____ of the above-named business, and that all information stated herein is true and correct to the best of his/her knowledge.

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____

RETURN THIS FORM WITH YOUR CHECK PAYABLE TO THE CITY OF BALLWIN, 14811 MANCHESTER RD., BALLWIN, MO 63011.

All license applications will first be reviewed for zoning compliance before a license will be issued. All buildings or units to be occupied must be inspected and approved by the City of Ballwin and the Metro West Fire Protection District and an occupancy permit must be obtained by the tenant/occupant before a business license will be issued. Businesses who plan on installing a sign must first obtain a sign permit from Ballwin.