



City of O'Fallon Business License Application

100 North Main Street ♦ O'Fallon, MO 63366
636-379-5526 ♦ www.ofallon.mo.us

Please Type or Print

Date of Application: _____ Year established in O'Fallon: _____

Fees: (Make check payable to City of O'Fallon.)

New License or Late Renewal \$50.00 Annual Renewal (Due June 30th) \$15.00 Exempt \$0.00 (See page 2 for instructions)

Public Information (the following information will be listed on www.ofallon.mo.us):

Name of Business: _____ DBA: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Primary Local Contact/On-site Manager: _____ Phone: _____ Website: _____

Primary Business Category: _____ If restaurant, please describe type: _____
(See page 2 for category type)

Description of business for City website: _____

Other Information (the following information is for City of O'Fallon use only and will not be posted on the City's website):

Owner: _____ Phone: _____

Business e-mail address: _____
(Providing an e-mail address allows for ease of communication between City and business)

Business mailing address: _____ City: _____ State: _____ Zip: _____
(If different from business address)

Number of Employees: Full Time _____ Part Time _____ Own or Lease property: _____ Lease Exp. Date: _____

Please list any modifications to existing space:

Provide the following documentation, if applicable. Check appropriate box and attach receipt(s) to application.

(See page 2 for instructions and contact information)

Real Property Tax Receipt Personal Property Tax Receipt Property Tax Waiver

Retail Businesses Only (See page 2 for instructions & contact information)

Missouri Retail Sales Tax #: _____ **Must provide current "Certificate of No Tax Due"** Check here if certificate is attached.

Construction Companies Only (See page 2 for instructions and contact information)

Provide Certificate of Insurance for Workers' Compensation Coverage or affidavit showing exemption.

Check here if certificate is attached.

Home-Based Businesses Only

Is business operated from home?

Yes No *If yes, a Home Occupation Permit is required. The form may be downloaded from www.ofallon.mo.us/forms.htm*

The information provided above is true, correct and complete to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Print Applicant Name: _____ Title: _____

Please also complete the attached emergency contact form and submit it with your business license application. Additional permits may be required including building, liquor license, conditional use and sign permits. For questions regarding the various applications and permits needed to open a business in O'Fallon, please contact the City of O'Fallon's Economic Development Department at 636-379-5530 or econdev@ofallon.mo.us. Thank you!

FOR CITY USE ONLY

Planning Department Approval: _____ Date: _____ Zoning District: _____

Comments: _____

Building Department Approval: _____ Date: _____ Use Group: _____

Comments: _____

Finance Department Approval: _____ Date: _____ License #: _____ Date Mailed: _____



Instructions for Business License Application

Business Categories/Descriptions

Appliance	Cellular Equip.	Furniture Store	Legal	Restaurant
Athletics	Child Care/Tutor	Gas Station/Convenience	License Office	School Supplies
Auctioneer	Chiropractic	Glass/Tinting	Liquor/Wine	Senior Living
Auto Body/Repair	Cleaning Service	Golf/Supplies	Mailing Services	Shoe/Boot Sales
Auto Detailing	Clothing/Accessories	Grocery/Pharmacy	Manufacturing	Signs
Auto Parts/Accessories	Construction	Hair Salon/Supplies	Martial Arts	Spa
Auto Sales	Dance/Gymnastics	Hardware/Lumber	Medical/Physician	Sporting Goods
Auto/Truck Rental	Dental/Orthodontic	Healthcare/Services	Medical Supplies	Storage
Bakery	Department Store	Hearing/Vision	Nail/Pedicure	Tanning Salon
Banking	Dry Cleaner/Laundry	Home Decor	Newspaper	Taxi/Bus
Banquet/Catering	Electronics	Home Remodeling	Non-Profit	Travel Agent
Barber Shop	Exterminator	Hotels	Office Supplies/Computer	Trophies/Awards
Boats	Family Entertainment	HVAC	Pet/Supplies	Trucking/Hauling
Bookstore	Financial/Tax	Industrial	Photographer	Vacuum
Bridal Wear/Accessories	Fitness/Nutrition	Insurance Agency	Physical Therapy	Veterinarian
Butcher Shop	Flooring/Supplies	IT (Retail/Service)	Pool Supplies	Video/Game/Music
Car Wash	Florist	IT (Industry)	Printing/Marketing	Water Softening
Cards/Gifts	Frozen Treats	Jeweler	Produce	Other/Explain
Cash Advance	Funeral Service	Landscape/Lawn	Realtor/Title	

Further Details and Definitions from Page 1

Fee: ***New license fee*** applies to all businesses new to O'Fallon and to existing businesses with a new owner, location, or no current license. ***Late renewal*** will be charged for any renewal applications received after June 30th of each year. ***The following are exempt from paying the license fee; however, the City of O'Fallon requires a completed application in order to maintain updated emergency services information and information on available products/services:*** Ministers, teachers, professors, lawyers, doctors, accountants and non-profits.

Real Property Tax: Continuing businesses that own their facility/ies and/or real estate and received a Real Property Tax bill the previous year must provide proof that the Real Property Tax has been paid. To obtain a copy of the paid receipt, please contact the St. Charles County Collector's office at 636-949-7470.

Personal Property Tax: All continuing businesses, whether they own or lease property and have received a Real Personal Property Tax bill in the previous year, must provide proof that the Personal Property Tax has been paid. Personal Property Tax relates to the location from which the business is operated. For home-based businesses, this means the Personal Property Tax receipt for the home address. To obtain a copy of the paid receipt, please contact the St. Charles County Collector's office at 636-949-7470.

Property Tax Waiver: New businesses that were not in operation the previous year must obtain a ***Property Tax Waiver*** from the St. Charles County Assessor's Office at 636-949-7422.

Missouri Retail Sales Tax Number: Required for all retail businesses that sell product(s) subject to sales tax. Please contact the Missouri Department of Revenue's Tax Assistance Center at 314-877-0177 or www.dor.mo.gov/tax/business/sales/forms for the Missouri Tax Registration Application (Form 2643).

Certificate of No Tax Due: Required for all retail businesses that sell product(s) subject to sales tax. Please contact the Missouri Department of Revenue at 573-751-4450 or www.dor.mo.gov/tax/business/sales/notaxdue for a copy of the certificate.

Construction Industry Employers: Contractors in the construction industry with one or more employees are required by State law to supply the City with either a Certificate of Insurance for Workers' Compensation or an affidavit. An affidavit form may be issued upon request by the City, which is signed to attest that your company is exempt. Please contact the Missouri Department of Labor/Division of Workers' Compensation at 1-800-775-2667 or visit www.labor.mo.gov for questions.



O'Fallon Police Department Business Emergency Contact Information

*This information will be used by the O'Fallon Police Department and will not be given out to the public.
This information should be updated whenever there is a change (or at least annually).*

Please print or type.

Date: _____

Business Name: _____

Business Address (Physical address of the business in the City Limits of O'Fallon.): _____

City: _____ State: _____ Zip: _____

Business Phone Number (Number inside of the business): _____

In case of emergency, the O'Fallon Police Department will try to contact the following individuals. Please list these contacts in the order you would like them contacted. These people should be able to respond to the business within 15 minutes and have keys to the business.

Contact Name 1: _____ Home Phone: _____
Cell Phone: _____ Other Number: _____
Notes: _____

Contact Name 2: _____ Home Phone: _____
Cell Phone _____ Other Number: _____
Notes: _____

Contact Name 3: _____ Home Phone: _____
Cell Phone _____ Other Number: _____
Notes: _____

Alarm Company Name: _____ Phone Number: _____

Special considerations/instructions for the Police/Notes: _____

Signature of person completing the form: _____

Printed Name: _____ Title: _____

When you have completed this form:

Return it with your business license application

or

Return via mail to:

Communications Department
O'Fallon Police Department
100 N. Main Street
O'Fallon, MO 63366

Questions, please call:

O'Fallon Police Department
636-240-3200