



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: _____ If new, expected opening date: _____

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

- | | | |
|---|---|--|
| <input type="checkbox"/> New license \$50.00 | <input type="checkbox"/> Annual renewal (Due June 30th) \$15.00 | <input type="checkbox"/> Exempt \$0.00 (See page 2 for instructions) |
| <input type="checkbox"/> Late renewal
<small>(For late renewals, the cost shall be: \$15 up to July 31, \$30 from 8/1-8/31 or \$50 on 9/1 or later.)</small> | <input type="checkbox"/> New location of existing business \$0.00
<small>(No fee is required if the sole reason for the license is a change of address within the City.)</small> | <input type="checkbox"/> New owner of existing business \$50.00 |

Public Information:

Name of business: _____ Corporate name/DBA: _____

Business address: _____ City: _____ State: _____ Zip: _____

Business phone number: _____ Website: _____

Description of business for City website: _____

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

Primary local contact/On-site manager: _____ Best phone number to reach contact: _____

Unless otherwise requested, all businesses are listed on our searchable online map. Please check here if you do NOT want to be listed online.

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

Owner: _____ Owner's phone: _____

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

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

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

Any modifications to a business location may require a building permit submittal. Please contact the Building Department prior to construction/renovation at 636-379-5495 for details.

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)

MO Retail Sales Tax #: _____

All retail businesses must provide current "Certificate of No Tax Due" Check here if certificate is attached.

All new O'Fallon businesses must present a "Retail Sales Tax License" issued by the Department of Revenue. 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. Download from www.ofallon.mo.us/forms.

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	Church	Glass, Tinting	Medical, Physician	Restaurant - Mexican
Architectural Services	Cleaning Service	Golf, Supplies	Music	Restaurant - Pizza
Aromatherapy	Clock Repair	Grocery, Pharmacy	Nail, Pedicure	Restaurant - Steakhouse/ Seafood
Art Gallery	Clothing, Accessories	Hair Salon, Supplies	Newspaper	Security Services
Arts & Crafts	Construction, Home Remodeling	Hardware, Tools, Equipment	Non-Profit	Senior Living
Auctioneer	Consulting	Healthcare, Services	Office Supplies, Computer	Shoe, Boot Sales
Auto Body, Repair	Dance, Gymnastics, Cheer	Hearing, Vision	Office Support	Signs
Auto Detailing	Dental, Orthodontic	Home Decor	Pet, Supplies	Spa, Massage
Auto Parts, Accessories	Department Store	Hotels	Photography	Sporting Goods
Auto Sales	Dry Cleaner, Laundry	HVAC	Physical Therapy	Storage, Packing
Auto, Truck Rental	Education, Tutoring	Industrial	Pool Supplies	Tanning Salon
Bakeries, Confectioneries	Electronics	Insurance Agency	Printing, Marketing	Taxi, Bus
Banking	Employment, Staffing	IT - Industry	Publisher	Telecommunications
Banquet, Catering	Exterminator	IT - Retail, Service	Real Estate, Title, Property Management	Travel Agent
Barber Shop	Family Entertainment	Jeweler	Recycling	Trophies, Awards
Boats	Financial, Tax	Landscape/Irrigation/Lawn/ Snow	Restaurant - Asian, Indian	Trucking, Hauling
Bookstore	Firearms, Accessories	Legal	Restaurant - Bar & Grill	Vacuum
Butcher Shop	Fitness, Nutrition, Athletics	License Office	Restaurant - Barbeque	Vending Machine Service
Car Wash	Flooring, Supplies	Liquor - Wine, Beer	Restaurant - Coffee Shops/ Cafes	Veterinarian
Cards, Gifts, Party Sup- plies	Florist	Locks & Locksmith	Restaurant - Deli, Sandwiches	Video, Game
Cash Advance	Food Production, Services	Mailing Services, Delivery	Restaurant - Family	Water Softening, Purification
Cellular Equipment	Frozen Treats	Manufacturing	Restaurant - Fast Food	Wedding, Event Planning
Child Care	Funeral Service	Martial Arts	Restaurant - Italian	Wholesale
Chiropractic	Furniture Store	Medical Supplies		Other/Explain
	Gas Station, Convenience			

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 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 573.751.3505 or <https://mytax.mo.gov> 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 573.751.9268 or <https://mytax.mo.gov> 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