



City of
Woodson Terrace
 4323 Woodson Road | Woodson Terrace, MO 63134
 P: 314-427-2600 | F: 314-427-0571
www.woodsonterrace.net

LICENSE FEE SCALE	
<u>PAY WHICH IS GREATEST OF THE FOLLOWING</u>	
1. \$1.00 per each \$1,000.00 of gross receipts	
2. \$10.00 per each employee	
3. \$.10 per square foot of floor space	
4. Minimum Fee of \$150.00	
\$ _____ X _____ % = \$ _____	
(License Fee)	(Move-in Date) (Total Amount Due)

APPLICATION FOR BUSINESS LICENSE

LOCATION INFORMATION

Address to be occupied _____ Suite No. _____ Total Square Footage _____

Anticipated Move-in Date (Check One): <input type="checkbox"/> July 1 st to September 30 th = 100% <input type="checkbox"/> October 1 st to December 31 st = 75% <input type="checkbox"/> January 1 st to March 31 st = 50% <input type="checkbox"/> April 1 st to June 30 th = 25% (Use Scale to determine Business License Fee)	Please Check One: <input type="checkbox"/> New Business Application <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Change of Address <input type="checkbox"/> Change of Business Name <input type="checkbox"/> Business Application Renewal
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BUSINESS INFORMATION

Name of Business (DBA) _____

Business Owner _____ Current Address _____ City, State, Zip _____ Phone _____ Email Address _____	Will there be any outdoor storage? Yes <input type="checkbox"/> No <input type="checkbox"/> Employees: Full Time _____ Part Time _____ Will you have on premise vending machines? Yes <input type="checkbox"/> No <input type="checkbox"/> Vending machine owner: _____
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PROPERTY INFORMATION

Please provide a detailed description of the proposed business practice: _____ _____ _____ _____	Property Manager _____ Address _____ City, State, Zip _____ Contact Person _____ Phone _____ Email Address _____
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AS AN AUTHORIZED REPRESENTATIVE OF THE ABOVE BUSINESS, I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____ Print Name _____
 Notary Public _____ Date _____

ADDITIONAL REQUIREMENTS

- All applicants for a new business license or a renewal **MUST** submit a “Certificate of No Tax Due” letter from the Department of Revenue indicating that there are no outstanding sales taxes due.
- A company (if applicable) must provide the Federal Form 501-C-3 indicating tax exempt status in order to waive the business license fee. Exempt accounts remain responsible for other fees, inspections and applications to provide any license or permit.
- It is the sole responsibility of the business requesting a license from the City of Woodson Terrace to meet all applicable requirements of the State of Missouri, St. Louis County and the United States.
- All business licenses expire annually on June 30th. Delinquent renewals are assessed a 10% late penalty. An additional 1% per month will be added thereafter.
- No commercial building shall be occupied until an Occupancy Permit and Business License has been issued.
- **CONTRACTORS ONLY** — State law requires that any contractor in the construction industry must attach to this application, a Certificate of Insurance for proof of Workers’ Compensation Coverage OR an affidavit by the applicant attesting that the contractor is WC exempt. A Business License will not be issued unless the business meets the Missouri State Law Requirements. If applicable, please advise the Insurance Company to list the City of Woodson Terrace as a Workers’ Compensation Certificate Holder, and listing on that certificate, the City of Woodson Terrace location D/B/A of your business. Questions should be addressed to the Missouri Division of Workers’ Compensation, at 1 (800) 775-2667, or your Insurance Co.

THE OCCUPANCY PERMIT AND BUSINESS LICENSE ARE TO BE POSTED AT THE PLACE OF BUSINESS IN A LOCATION THAT IS CLEARLY VISABLE TO THE PUBLIC