



# City of Woodson Terrace

4323 Woodson Road | Woodson Terrace, MO 63134  
P: 314-427-2600 | F: 314-427-0571  
[www.woodsonterrace.net](http://www.woodsonterrace.net)

LICENSE FEE
<b>PURSUANT TO ORDINANCE 1612:</b>
Number of Vehicles as of July 1 = _____
X \$50.00 = _____
(Total Fee)

## APPLICATION FOR BUSINESS LICENSE (MOTOR VEHICLE RENTAL)

### LOCATION INFORMATION

Address to be occupied \_\_\_\_\_ Suite No. \_\_\_\_\_ Total Square Footage \_\_\_\_\_

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

Name of Business (DBA) \_\_\_\_\_

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

<p>Please provide a detailed description of the proposed business practice:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Property Manager _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Contact Person _____</p> <p>Phone _____</p> <p>Email Address _____</p>
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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**