



# 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 SCALE

### PAY WHICH IS GREATEST OF THE FOLLOWING

- \$1.00 per each \$1,000.00 of gross receipts
  - \$10.00 per each employee
  - \$.10 per square foot of floor space
  - 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):

- July 1<sup>st</sup> to September 30<sup>th</sup> = 100%
- October 1<sup>st</sup> to December 31<sup>st</sup> = 75%
- January 1<sup>st</sup> to March 31<sup>st</sup> = 50%
- April 1<sup>st</sup> to June 30<sup>th</sup> = 25%

(Use Scale to determine Business License Fee)

#### Please Check One:

- New Business Application
- Change of Ownership
- Change of Address
- Change of Business Name
- Business Application Renewal

### BUSINESS INFORMATION

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

Business Owner \_\_\_\_\_  
 Current Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_

Will there be any outdoor storage? Yes  No   
 Employees: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
 Will you have on premise vending machines?  
 Yes  No   
 Vending machine owner: \_\_\_\_\_

### PROPERTY INFORMATION

Please provide a detailed description of the proposed business practice:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Property Manager \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_

**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

- Any business with retail sales, applying 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.
- State law requires that any employer with five (5) or more employees or any construction business with one (1) or more employees 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**