



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

LICENSE FEE FOR HOTELS/MOTELS	
No. of Rooms _____ x \$13.50 = _____	(Total)

APPLICATION FOR HOTEL/MOTEL BUSINESS LICENSE

LOCATION INFORMATION

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

<p>Anticipated Move-in Date (Check One):</p> <p><input type="checkbox"/> July 1st to September 30th = 100%</p> <p><input type="checkbox"/> October 1st to December 31st = 75%</p> <p><input type="checkbox"/> January 1st to March 31st = 50%</p> <p><input type="checkbox"/> April 1st to June 30th = 25%</p> <p>(Use Scale to determine Business License Fee)</p>	<p>Please Check One:</p> <p><input type="checkbox"/> New Hotel/Motel Application</p> <p><input type="checkbox"/> Change of Ownership</p> <p><input type="checkbox"/> Change of Address</p> <p><input type="checkbox"/> Change of Hotel/Motel Name</p> <p><input type="checkbox"/> Hotel/Motel Application Renewal</p>
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HOTEL/MOTEL 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? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Vending machine owner: _____</p>
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PROPERTY INFORMATION

<p>Property Owner _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Contact Person _____</p> <p>Phone _____</p> <p>Email Address _____</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. This license does not include the Transient Guest Tax, which is collected separately.
- **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