



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

PAY WHICH IS GREATEST OF THE FOLLOWING

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):

- ☐ July 1st to September 30th = 100%
☐ October 1st to December 31st = 75%
☐ January 1st to March 31st = 50%
☐ April 1st to June 30th = 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 _____

Will there be any outdoor storage? Yes ☐ No ☐

Current Address _____

Employees: Full Time _____ Part Time _____

City, State, Zip _____

Will you have on premise vending machines?

Phone _____

Yes ☐ No ☐

Email Address _____

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

- All business MUST submit a “Certificate of Good Standing” ordered from the Missouri Secretary of State indicating that the business is legally recognized by the state of Missouri and is in compliance with all state requirements.
- All businesses MUST submit gross sales, provided from a Profit Loss statement OR applicable tax documents.
- 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.
- Per Ordinance Number 1756 Section 605.040 the City Collector can require additional documentation deemed necessary to determine eligibility and compliance with all ordinances of the City.

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