



## Business License Application Information/Instructions

Thank you for choosing to do business in the City of Waynesville. Below is a checklist of items that may be required as part of your application.

**IMPORTANT NOTE** – According to City ordinances, it is unlawful to operate a business before receiving your Business License. Applicants should allow no less than seven (7) days for processing. A Business ID number will be issued to every business who applies for a license. This number shall be separate from the license number that will be assigned when the application is turned in and approved.

- ☐ **Complete the attached Business License application form and return to City Hall with your payment and any other necessary documents.** Also, if your business will be selling alcoholic beverages, you will need to apply for the proper Liquor License as well.
- ☐ If you will be operating the business out of your home, please complete the **Home-Based Business Questionnaire** and submit with your Business License application form.
- ☐ If you will be operating as a **Contractor or Sub-contractor**, along with the proper application, you must provide a copy of your current Workers' Compensation Liability certificate. If you are the sole employee, then you may complete the Missouri Affidavit of Exemption Form. The form is available online at our website or at [www.labor.mo.gov](http://www.labor.mo.gov), and must be notarized. You must also submit a copy of your State License, if applicable.
- ☐ If you collect any sales tax, you must provide your Missouri Tax Identification Number and a copy of your current (within 90 days of the application date) Missouri "No Tax Due" statement. Contact the Missouri Department of Revenue at [www.dor.mo.gov/business](http://www.dor.mo.gov/business) for more information.
- ☐ If you will be selling or providing any food services, you will need to contact the Pulaski County Health Department at (573) 736-2217 in order to have your business inspected. Also, depending on the type of service provided, additional permitting may be required.
- ☐ If you are a new commercial business with a physical location inside the Waynesville City limits and you will be remodeling your business location and/or putting up a sign for your business, etc., you will need to contact our Building Department Official to determine if additional permitting will be required.

If you have any questions regarding the items listed above, please contact the City Clerk at (573) 774-6171 or by email at [cityclerk@waynesvillemo.org](mailto:cityclerk@waynesvillemo.org).

# Business License Fees

License/Permit Type		Annual Fee
<b>Road Side Vendor</b> – Fresh Produce – Temporary/Seasonal permit		<b>\$25.00 per season</b>
<b>Peddlers, Solicitors and Canvassers</b>		<b>\$25.00 per day</b>
<b>Vehicle for Hire</b> - Taxi Cab, TNC Companies, Limousine Services,		<b>\$100.00 plus \$10.00 per vehicle</b>
<b>Vehicle for Hire – Drivers</b> – Taxi Cab, Limousines or any person desiring to be physically in charge of, operate or drive a Vehicle for Hire for the purposes of transporting people and their property. (Excludes TNC drivers (UBER, Lyft, etc.)		<b>\$30.00</b>
<b>Home-Based Business</b> – Sewing, Home Crafts, Day-Cares, Beauty Parlors, Music/Tutoring/Art Teachers, Painting/Sculpting/Writing, Home Offices (such as lawyer, accountants, etc.)		<b>\$40.00</b>
<b>Services</b> – Hair Salons, Bookkeeping, Filling/Service Station, Auto Repair, Insurance Agencies, Laundromat, Moving & Storage Companies, Photography, Printing & Publishing, Rental Agencies, Real Estate Agency, Sewing/Tailor/Dry Cleaning Shop, Home Repair, etc.		<b>\$50.00</b>
<b>Retail</b> – Clothing Shop, Boutiques, Gift Shop, Furniture Store, Jewelry, Hardware, Drug Store, Novelty Store, Shoe Store, Floral Shop, department store, etc.		<b>\$50.00</b>
<b>Banks &amp; Financial Services</b>		<b>\$75.00</b>
<b>Food &amp; Beverage</b> – Restaurants, Cafes, Tavern, Bakeries, Ice cream		<b>\$50.00</b>
<b>Lawn and Landscaping Services</b>	<b>\$50.00      Lawn &amp; Leaf Dump Permit: \$300.00/yr</b>	
<b>Construction Installation and Repair</b> – Electrical (including solar), plumbing, liquid petroleum or natural gas, HVAC, Masonry, Concrete, etc.		<b>\$50.00</b>
<b>Entertainment</b> – Bowling Alley, Pool Hall, Fortune Telling, Movie Theater, Shooting/Axe Throwing, Skating Rink, Arcades, etc.		<b>\$75.00</b>
<b>Body Modification Operator</b> – Tattoo, Body Piercing, Branding, Scarification, Dermal Procedures, etc.		<b>\$50.00</b>
<b>Hotels and Motels</b>		<b>Base Rate - \$75.00 Per Unit - \$1.00</b>
<b>Retail Food &amp; Grocery</b> – Grocery Store, Meat Market, Dry Goods, Frozen Foods		<b>\$100.00</b>
<b>Bed &amp; Breakfasts, AirBNB, VRBO*</b> – Must pass City Building Inspection and other requirements if serving food.		<b>\$75.00</b>
<b>Traveling Shows</b> – Circus, carnival, rodeo, fairs, etc.		<b>Per Day \$250.00</b>
<b>Fireworks Stand</b> – Temporary Seasonal License		<b>\$50.00</b>
Mobile Food Vendors, etc.	<b>Food Cart: \$30.00      ½ ton to 1½ ton: \$50.00      1½ ton and over: \$75.00</b>	
<b>General Contractor</b> – Any subcontractor working for your business will be licensed through the City. Any contractor found using subcontractors that are not licensed may receive a Notice to Cease Operations until all subcontractors are properly licensed. Furthermore, any subcontractor acting as a General Contractor without the proper license may receive a Notice to Cease Operations until properly licensed with the City.		<b>General License \$150.00</b>
<b>Body Modification Studios</b> – Tattoo, Body Piercing, Branding, Scarification, etc. (Does not include standard ear piercing with a piercing gun)	<b>General License: \$250    Additional: \$10.00 per Operator</b>	
<b>Solid Waste Management</b> – Includes residential and commercial services  <b>Regular Collection Vehicle \$25.00 per/truck Special Collection Vehicle \$50.00 per/truck Mobile Waste Container (Roll-offs) \$15.00 per/container</b>		<b>License \$100.00</b>



City of Waynesville

Economic Development

## Business License Application

### OFFICE USE ONLY

Date Approved:

ID No:

Fee: \$

License No.

**Please answer all questions completely. Incomplete and unsigned applications will delay processing.**

All business licenses expire on December 31<sup>st</sup> and must be renewed prior to that date.

New Application	Change of Owner	Change of Business Name
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### Business Information

Corporation Partnership Sole Proprietor Trust LLC Ltd Partnership

Business Name \_\_\_\_\_ DBA Name (if different) \_\_\_\_\_

Business Address (No PO Boxes) \_\_\_\_\_ Number of Employees \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ (does not include owner)

Mailing Address (if different from above) \_\_\_\_\_ Business Phone Number \_\_\_\_\_

Email \_\_\_\_\_ State Sales Tax ID \_\_\_\_\_

Retail	Service	Service/Delivery	Professional	Home Occupation	Warehouse/Manufacturing
Entertainment	Food & Beverage	Peddlers/Solicitors	General Contractor	Subcontractor	

Is your business located within the city limits of Waynesville? Yes No Opening Date \_\_\_\_\_

Description of Business (if Subcontractor note services performed) \_\_\_\_\_

### Professional Information

State License No \_\_\_\_\_ License Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

Is your business registered with the Missouri Secretary of State's Office? Yes No Registry No \_\_\_\_\_

### Owner(s) Information

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Name of Manager \_\_\_\_\_ Contact Phone \_\_\_\_\_

### Additional Permitting

Does your business offer retail sales of alcohol? Yes No Type \_\_\_\_\_

State License No \_\_\_\_\_ Please attach a copy of your state license to this application.

**By signing below, you certify that the information given in this application is true to the best of your knowledge and belief and that the license is non-transferable.**

Signature of Applicant

Printed Name

Title

Date



# CITY OF WAYNESVILLE

## Emergency Contact Information

### Business/Residential Alarm Information

**Please fill out this form if you would like the Police Department to have your security information on file in case of theft, illegal entry or other crime(s) that may be committed at the location of your business:**

**Alarm System:**                      **Yes**                      **No**                      **Video Surveillance System**                      **Yes**                      **No**

**If you answered yes to either question above, please complete the fields below.**

Date \_\_\_\_\_

BUSINESS/RESIDENCE NAME \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ OWNER'S PHONE \_\_\_\_\_

NORMAL HOURS \_\_\_\_\_

BELOW, PLEASE CHECK AND ANSWER ALL QUESTIONS THAT APPLY TO YOUR BUSINESS/RESIDENCE:

BUSINESS                      TYPE OF BUSINESS \_\_\_\_\_ ALARM CO. PHONE \_\_\_\_\_

RESIDENCE                      # OF RESIDENTS \_\_\_\_\_ ALARM CO. PHONE \_\_\_\_\_

**(ADVISE ALARM COMPANIES TO CALL 573-774-2414 FOR POLICE DURING DAYTIME HOURS)**

Video Surveillance System                      Interior Only                      Exterior Only                      Interior & Exterior

BELOW, LIST AT LEAST THREE KEYHOLDERS RESPONSIBLE FOR RESPONDING AFTER BUSINESS/RESIDENCE HOURS:  
(Please fill out all fields for contacts)

Name	Address	24-7 Phone	Title

#### **VOLUNTARY CONSENT TO SEARCH PREMISES:**

Upon responding to an alarm/call/observance of an open door-window, or other evidence of unauthorized entrance at the above listed business/residence, **I give my consent as owner, operator or agent of said business for the Waynesville Police Department to enter the above business and search for intruders or evidence of unlawful entry.** THIS WRITTEN PERMISSION IS BEING GIVEN TO THE WAYNESVILLE POLICE DEPARTMENT KNOWINGLY, VOLUNTARILY AND WITHOUT THREATS OR PROMISES OF ANY KIND AFTER BEING MADE FULLY AWARE OF THE CONSTITUTIONAL RIGHT TO NOT HAVE A SEARCH MADE OF SAID BUSINESS.

I consent to search

I do not wish to consent

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_