

Application for Business License

City of Bourbon, Missouri

It is the business owner's responsibility to notify the City Hall immediately if there are any changes to the business entity from the information submitted on this application. Business licenses are paid for the period of June 30th–July 1st of the following year. It is the business owner's responsibility to renew the business license each year by July 1st, whether they receive a renewal form or not.

Business Name (DBA): _____

Business Location (*Cannot be P.O. Box*)

Street: _____ City: _____ State: _____ Zip Code: _____

Mailing Address:

Street/P.O. Box _____ City: _____ State: _____ Zip Code: _____

Business Phone: _____ Email address: _____

Type of Business: _____ Description of Business: _____

Federal Taxpayer ID#: _____ Missouri Sales Tax I.D. # _____
(Attach copy of NO TAX DUE Letter)

Legal Name of Owner(s):

Corporation/ LLC Name: _____ Owner's Name: _____

Phone Number: _____ Home Address: _____

Signature:

I, THE UNDERSIGNED, UNDERSTAND THAT: (1) IT IS UNLAWFUL FOR ANY PERSON TO TRANSACT OR CONDUCT ANY BUSINESS WITHOUT FIRST HAVING OBTAINED A BUSINESS LICENSE; (2) THIS DOCUMENT IS AN APPLICATION ONLY AND CERTAIN CONDITIONS MUST BE MET BEFORE A BUSINESS LICENSE WILL BE ISSUED TO ME; (3) I CERTIFY THE INFORMATION SUBMITTED ON AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE

DATE

~~~~~  
For Office Use Only

Approved By: \_\_\_\_\_ Fee\$ \_\_\_\_\_ Business License # \_\_\_\_\_ Date Paid: \_\_\_\_\_

Under state law, section 144.083 RSMo, any person(s) wanting to obtain a business license in the State of Missouri must provide a no-tax due letter and an Employer Id Number. The no-tax due letter can be found on the Missouri Department of Revenue website. ([www.dor.mo.gov](http://www.dor.mo.gov))

**A copy of the no-tax due letter and the Employer Id Number must be provided to the city before a business license can be issued.**

**IF YOU ARE A CONTRACTOR AND/OR SELF EMPLOYED:**

The City of Bourbon requires a no-tax due letter and an Employer Id Number. If this does not apply to your company we request a wavier stating this.

The City of Bourbon also requires a copy of your Worker's Compensation Insurance Declaration. If you are not required to have worker's compensation a wavier must be signed stating this. These forms are available at City Hall.

**A copy of the no-tax due letter, Employer Id Number, and the worker's compensation letter, must be provided to the city before a business license can be issued.**

If you have any questions concerning the required letters, please contact city hall at 573-732-5550.

*City of Bourbon, MO*  
*Wednesday, October 27, 2021*

## Chapter 605. Business Licenses and Regulations

### Article I. In General

#### Section 605.010. License Required.

[R.O. 2004 § 605.010]

It shall be unlawful for any person, firm or corporation to engage in any business or occupation in the City of Bourbon without having first applied for and obtained a license to conduct such business or occupation from the City Clerk and without paying the license fee therefor, all as provided for in this Chapter.

#### Section 605.020. License Application And Issuance.

[R.O. 2004 § 605.020]

- A. All applications for the licenses required herein shall be made to the City Clerk on appropriate forms provided for that purpose by the City. All licenses issued by the City Clerk shall be in such form as is provided by the Board of Aldermen; provided, however, that such license shall bear the signature of the Mayor of the Board of Aldermen and the City Clerk, the date of issuance thereof and the date of expiration, as well as any additional information that may be required by the Board of Aldermen.
- B. Each applicant for a business license under this Chapter shall submit a statement from the Missouri Department of Revenue pursuant to Section 144.083.4, RSMo., stating no tax is due, which statement is a prerequisite to the issuance or renewal of a City business license. The statement required by this Subsection shall be dated within ninety (90) days of submission of the business license application or renewal application.

#### Section 605.030. License Fees.

[R.O. 2004 § 605.030; Ord. No. 341 § 1, 6-30-1991; Ord. No. 405 § 1, 12-16-1997]

There is hereby established and levied an annual license tax upon the occupations hereinafter set out in the amounts set opposite each occupation.

| <b>Occupation</b>         | <b>Annual License Tax</b> |
|---------------------------|---------------------------|
| Agents                    | \$25.00                   |
| Antiques Dealers          | \$15.00                   |
| Apartment Complexes       | \$25.00                   |
| Appliance Repair Service  | \$15.00                   |
| Asphalting/Paving Company | \$25.00                   |
| Auctioneers               | \$15.00                   |
| Auto Body Repair Shops    | \$25.00                   |

| <b>Occupation</b>                | <b>Annual License Tax</b> |
|----------------------------------|---------------------------|
| Automobile Dealers               | \$25.00                   |
| Auto Detailing                   | \$25.00                   |
| Automobile Parts and Supplies    | \$25.00                   |
| Automobile Repair Shops          | \$25.00                   |
| Bakery                           | \$15.00                   |
| Bank                             | \$50.00                   |
| Barbershops/Beauty Shops, Etc.   | \$25.00                   |
| Billboards                       | \$100.00                  |
| Billiards and Pool Halls         | \$25.00                   |
| Boat Dealers                     | \$25.00                   |
| Bookkeeping Service              | \$15.00                   |
| Bowling Alley                    | \$50.00                   |
| Brokers                          | \$35.00                   |
| Building Contractors             | \$15.00                   |
| Building Materials/Lumber Retail | \$25.00                   |
| Boardinghouses                   | \$15.00                   |
| Carpet and Rug Cleaners          | \$15.00                   |
| Catalog Stores                   | \$35.00                   |
| Car Wash                         | \$35.00                   |
| Circuses and Shows               | \$25.00 daily             |
| Cleaning Service                 | \$15.00                   |
| Clothing/Retail Shops            | \$25.00                   |
| Concrete or Redi-Mix             | \$25.00                   |
| Confectioners                    | \$15.00                   |
| Daycare Facilities               | \$25.00                   |
| Department Stores/Retail         | \$35.00                   |
| Drug Store                       | \$25.00                   |
| Electrical Appliances            | \$35.00                   |
| Electric Companies               | \$100.00                  |
| Electricians                     | \$25.00                   |
| Express Companies or Agents      | \$25.00                   |
| Fabric Shops                     | \$25.00                   |
| Feed Store                       | \$25.00                   |
| Fireworks                        | \$25.00                   |
| Flea Market                      | \$15.00                   |
| Florist                          | \$25.00                   |
| Funeral Homes/Directors          | \$25.00                   |
| Furniture Dealers                | \$25.00                   |
| Gas Companies                    | \$25.00                   |
| Gift Shops                       | \$25.00                   |
| Glass Retail Shops               | \$25.00                   |
| Groceries/Supermarkets           | \$35.00                   |
| Handyman                         | \$15.00                   |

| <b>Occupation</b>                       | <b>Annual License Tax</b> |
|-----------------------------------------|---------------------------|
| Hardware Stores                         | \$35.00                   |
| Hotels/Motels                           | \$25.00                   |
| Ice Cream/Soft Drink Stands             | \$25.00                   |
| Inspectors                              | \$25.00                   |
| Insurance Agencies                      | \$25.00                   |
| Jewelers — Retail                       | \$25.00                   |
| Kennels                                 | \$15.00                   |
| Laundromat                              | \$25.00                   |
| Lumberyards                             | \$25.00                   |
| Mail Order and Catalog Stores           | \$35.00                   |
| Manufacturers                           | \$50.00                   |
| Mobile Home — Dealers                   | \$35.00                   |
| Mobile Home — Parks                     | \$35.00                   |
| Newspapers                              | \$25.00                   |
| Nursing Homes                           | \$35.00                   |
| Pharmacists/Druggists                   | \$25.00                   |
| Pawnbrokers                             | \$35.00                   |
| Peddlers/Door-to-Door Sales             | See Chapter <b>620</b>    |
| Photographers                           | \$15.00                   |
| Plumbing Contractors                    | \$25.00                   |
| Public Boardinghouses                   | \$15.00                   |
| Public Halls/Buildings                  | \$25.00                   |
| Real Estate Agencies                    | \$25.00                   |
| Restaurants                             | \$25.00                   |
| Rubbish and Trash Disposing Service     | \$25.00                   |
| Savings and Loans                       | \$50.00                   |
| Service Stations                        | \$25.00                   |
| Security Business                       | \$25.00                   |
| Shoe Stores                             | \$25.00                   |
| Taverns                                 | \$25.00                   |
| Taxicabs                                | \$15.00                   |
| Telegraph Companies                     | \$25.00                   |
| Telephone Companies                     | \$100.00                  |
| Theaters                                | \$35.00                   |
| Tire Dealers                            | \$25.00                   |
| Title Companies                         | \$25.00                   |
| Towing Business                         | \$25.00                   |
| Traveling and Auction Stores            | \$25.00                   |
| Upholstery Shops                        | \$25.00                   |
| Variety Shops                           | \$25.00                   |
| Video Sales/Rentals                     | \$25.00                   |
| Warehouse                               | \$35.00                   |
| Buyers and Brokers of Furs, Roots, Nuts | \$25.00                   |

**Occupation**

All Other Business, Trades and Avocations Whatsoever

**Annual License Tax**

\$35.00

## Section 605.035. License Fee Paid Prerequisite To Issuance Of License.

[R.O. 2004 § 605.035; Ord. No. 341 § 3, 6-30-1991; Ord. No. 405 § 3, 12-16-1997]

No person shall engage in any of the occupations listed within the City of Bourbon, Missouri, unless such person has previously paid to the City Collector of said City the sum required for the license for the occupation in which he/she desires to engage, upon payment of which sum the Collector shall issue the applicant an appropriate license therefor. The fact that any person or organization engaging in such occupations may not reside or have their principal place of business within the City limits of Bourbon shall not exempt or excuse them from the duty of compliance with this Chapter.

## Section 605.037. Failure To Pay License Fee — Misdemeanor.

[R.O. 2004 § 605.037; Ord. No. 341 § 4, 6-30-1991; Ord. No. 405 § 4, 12-16-1997]

Any persons engaged in the occupations listed or any of them who shall not previously have paid the license tax therefor to the City Collector and receive such license shall be deemed guilty of a misdemeanor; and each separate day upon which such person shall engage in such occupation shall be deemed a separate offense.

## Section 605.040. License Not Transferable.

[R.O. 2004 § 605.040]

No license issued under the provisions of this Chapter shall be assignable or transferable but shall apply only to the person to whom same is issued. In the event any licensee, as provided for herein, shall move his/her place of business from one location to another location within the City, said licensee shall submit a statement of the fact of such change to the City Clerk who may transfer such license as to location only. In no event, however, shall such license be transferred from one person to another or from the kind of business or occupation originally licensed to another type of business or occupation.

## Section 605.050. Term Of License.

[R.O. 2004 § 605.050; Ord. No. 341 § 2, 6-30-1991; Ord. No. 405 § 2, 12-16-1997; Ord. No. 503 § 2, 3-12-2002]

Such licenses shall be payable annually in advance on the first day of July of each year. However, any individual who has not previously held such a license and who obtains a new business license after January first shall be charged one-half (1/2) of the license fee as set out in Section **605.030**.

## Section 605.060. Renewal Applications.

[R.O. 2004 § 605.060]

All applications for renewal of a license provided for herein shall be filed no later than June first of each year.

## Section 605.070. Display Of License.

[R.O. 2004 § 605.070]

Each license issued by the City under the provisions of this Chapter shall be carefully preserved and shall be displayed in a conspicuous place in the place of business authorized to be conducted by said license. If there is no place of business, said license shall be carried on the licensee's person.

## Section 605.080. Persons Not To Be Charged For Business License.

[R.O. 2004 § 605.080]

- A. No person following for a livelihood the profession or calling of minister of the gospel, duly accredited Christian Science practitioner, teacher, professor in a college, priest, lawyer, certified public accountant, dentist, chiropractor, optometrist, chiropodist, or physician or surgeon in this City shall be taxed or made liable to pay any municipal or other corporation tax or license fee of any description whatever for the privilege of following or carrying on such profession or calling, and after December 31, 2003, no investment funds service corporation as defined in Section 143.451, RSMo., may be required to pay any such license fee in excess of twenty-five thousand dollars (\$25,000.00) annually, any law, ordinance or Charter to the contrary notwithstanding.
- B. No person following for a livelihood the profession of insurance agent or broker, veterinarian, architect, professional engineer, land surveyor, auctioneer, or real estate broker or salesman in this City shall be taxed or made liable to pay any municipal or other corporation tax or license fee for the privilege of following or carrying on his/her profession unless that person maintains a business office within the City of Bourbon.

## Section 605.090. Revocation Of License — Grounds.

[R.O. 2004 § 605.090]

- A. Any license issued by the City pursuant to the provisions of this Chapter may be revoked by the Board of Aldermen for any of the following reasons, as well as for any other reasons specified in this Chapter:
  1. Any failure to comply with or any violation of any provisions of this Chapter or any other ordinance of the City regulating the business, occupation or activity licensed or the Statutes of the State of Missouri by any licensee.
  2. Violation of the terms and conditions upon which the license was issued.
  3. Failure of the licensee to pay any tax or obligation due to the City.
  4. Any misrepresentation or false statement in the application for a license required herein.
  5. Failure to display the license required herein.

Revocation of any license shall be in addition to any other penalty or penalties which may be imposed pursuant to these provisions.

## Section 605.100. Revocation Of License — Procedure.

[R.O. 2004 § 605.100]

- A. In any case in which a complaint has been made to the Board of Aldermen or in which the Board of Aldermen have on their own determined that cause may exist for the revocation of a license under the provisions of this Chapter, the following procedures shall be followed:
  1. The Board of Aldermen shall set a date for a hearing to consider the question of revocation.

2. At least ten (10) days prior to said hearing, written notice shall be mailed to the licensee, by registered mail, return receipt requested, to his/her last known address as shown in the records of the City Clerk advising the licensee of the time, date and place of hearing and of the reason for considering the revocation of his/her license.
3. During the pendency of this hearing before the Board of Aldermen, the licensee shall be permitted to continue the operation of his/her business.
4. At the hearing set by the Board of Aldermen, the Board of Aldermen shall hear all relevant and material evidence justifying the retention of the license.
5. The licensee may be present in person and/or by his/her attorney and may present evidence.
6. After hearing the evidence presented, the Board of Aldermen shall vote on the issue of whether the subject license shall be revoked.
7. The affirmative vote of a majority of the Board of Aldermen shall be necessary to revoke any license.

## Section 605.110. Violation And Penalty — Delinquency.

- A. All license fees not paid to the City by the person required to remit the same on the date when the same becomes due and payable to the Director of Revenue shall bear interest at the rate determined by Section 32.065, RSMo., from and after such date until paid.
- B. In case of failure to apply for any license fee required by this Chapter on or before the date prescribed therefor, determined with regard to any extension of time for making an application, unless it is shown that such failure is due to reasonable cause and not the result of willful neglect, evasion or fraudulent intent, there shall be added to the amount required to be shown as tax on such return five percent (5%) of the amount of such tax if the failure is not for more than one (1) month, with an additional five percent (5%) for each additional month or fraction thereof during which such failure continues, not exceeding twenty-five percent (25%) in the aggregate.
- C. In case of failure to pay the full amount of any license fee due hereunder on or before the date prescribed therefor, determined with regard to any extension of time for payment, unless it is shown, by the applicant, that such failure is due to reasonable cause and not the result of willful neglect, evasion or fraudulent intent, there shall be added to the tax an amount equal to five percent (5%) of the deficiency. The City shall, upon request by a taxpayer, apprise the taxpayer of the factual basis for the finding of negligence, or the specific rules or regulations disregarded if the City assesses a penalty under this Subsection.