



City of Creve Coeur
300 N. New Ballas Rd.
Creve Coeur, MO 63141
432-6000 (Business License)/872-2500 (Certificate of Occupancy)

Business License & Certificate of Occupancy Application

Company Name _____ Missouri Retail Sales Tax Number _____

Creve Coeur Address _____ Phone Number _____

Fax Number _____ Website Address _____

Manager's Name (Creve Coeur Location)(required) _____

Manager's E-mail Address (required) _____

Billing Address _____
 (if different from above)

Owners Name _____

Number of Permanent Employees _____ Type of Business: Office _____ Retail _____ MFG _____

Check One of the Following: Corporation _____ Partnership _____ Individual/Proprietorship _____

Description of Business _____

SIC Code (If Known) _____ Number of Vending Machines _____ Currently Licensed _____

Vending Company & Address _____

Year Moved Into City of Creve Coeur _____

Total Square Feet of Business _____
 X \$30 Per Thousand Square
Feet or Any Portion of a Thousand

Business License Fee _____
 (\$40.00 Minimum/\$1,000.00 Maximum)

Certificate of Occupancy

Note: These Premises Shall not be Occupied Until the City has Issue This Certificate of Occupancy. Occupancy Inspection is Required by City.

City May Require County and/or Fire District Inspections as Deemed Necessary.

Note: If a Building Permit has been Issued for Renovations to this Specific Space, Then the Certificate of Occupancy is Included with this Building Permit

Occupancy Application: New Commercial _____ Existing Commercial _____

Fee of \$30.00 Paid on _____ Contact Name & Phone # _____

I Do Hereby Certify That the Information Contained in This Application is Correct and In Accordance With the Business License Ordinances of the City of Creve Coeur.

Signature of Company Official _____ Date _____

 (Office Use Only)

Inspectors Approval Signature _____ Date _____

Exempt From Business License Fee _____

License Number _____ Date Issued _____ Fee Amount Paid\$ _____

**City of Creve Coeur
Business License Application Instructions**

Important Read This Notice Before Filing Business License

The following documentation will be required before your City of Creve Coeur Business License can be issued.

- 1) According to state law, the possession of a retail sales license and a statement from the State Department of Revenue that the licensee owes no sales tax to the state shall be a prerequisite to the issuance or renewal of any City license which is required for business where goods are sold at retail. The date of issuance on the statement obtained from the State Department of Revenue that the licensee owes no tax due shall be no more than ninety days before the submission for application renewal of the City of Creve Coeur Business License. Please call 1-573-751-5860 (State of Missouri), give your tax ID number and request a "letter of no sales tax due" to be mailed to you. If your business is not involved in retail sales then the above documentation is not required.

- 2) Any applicant for a City of Creve Coeur occupational or business license which is a contractor in the construction industry shall provide with its application a certificate of insurance for workers compensation coverage or an affidavit, on the form developed by the State Division of Workers' Compensation, signed by the applicant attesting the contractor is exempt from providing such coverage.

Lack of documentation as outlined above will result in your business not receiving a valid City of Creve Coeur Business License.

If you have any question please contact Linda Goewert at 314-872-2510. Your cooperation is appreciated.

For Manufacturers/Warehouses

\$20.00 per 1,000 square feet or any portion of a thousand.

Minimum annual license fee \$ 40.00
Maximum annual license fee \$1,000.00

example: warehouse is 12,432 square feet, round up to 13,000 and multiply 13 by \$20.
Your Business License fee would be \$260.00

Not for Profit Organizations

No fee. Must provide either IRS exemption letter or most current IRS 990 form. Please complete enclosed application.

All other Businesses

\$30.00 per 1,000 square feet or any portion of a thousand

Minimum annual license fee \$ 40.00
Maximum annual license fee \$1,000.00

example: business is 2,123 square feet, round up to 3,000 and multiply 3 by \$30. Your
Business License fee would be \$90.00

Penalty: The amount for business license taxes paid after the due date shall be as follows:

3 months or less delinquent	25% of Fee	(March 16 through June 15)
3 months to 6 months delinquent	50% of Fee	(June 16 through September 15)
over 6 months delinquent	100% of Fee	(September 16 and thereafter)

Do You Have Vending Machines Located At Your Business? Yes _____ No _____

Number of Vending Machines _____ **Currently Licensed** _____

Vending Company & Address _____

Thank you for your cooperation and we wish you success in your future endeavors.

Emergency Contacts For After Hours

In The Event Of Burglary, Fire, Etc., At Your Business/Company

Police Use Only

Business/Company Name: _____

Business/Company Phone # _____

Business/Company Address: _____

Fax Number _____

Website Address: _____

Contact Person #1 _____

Home Phone # _____

Cell Phone # _____

Contact Person #2 _____

Home Phone # _____

Cell Phone # _____

Contact Person #3 _____

Home Phone # _____

Cell Phone # _____

**Please Return With Completed
Business License Application**