



New Business License Packet

(Contractor's License)

- Completed Business License Application** (must be signed)
- Certificate of Insurance General Liability** - **The City requires a contractor to provide the City with a certificate of General Liability Insurance.*
- Certificate of Workers Compensation Insurance or Notarized Affidavit of Exemption** - **The form is in this packet, for additional information or for an additional form, visit <https://labor.mo.gov/media/21716/download/>.*
- Certificate of "No Tax Due"** (This is a requirement of the State of MO – we are not allowed to issue any license without this document if you are making retail sales.)
**This certificate can be obtained at www.dor.mo.gov/business/sales/notaxdue/. The certificate must be obtained within the last 90 days.*
- Completed Commercial Property Emergency Notification form**
**You are only required to provide this information if you have a commercial building inside the City Limits of Pleasant Hill.*
- Utility deposit of \$100.00 is required to activate a water/sewer service.**
**Not applicable unless you are operating in a store front with municipal utilities.*
- Copy of Master's License** (Applicable to ALL electricians, plumbers and HVAC technicians) **We will accept a copy of a master license or a copy of your business license from Lee's Summit, Independence or Kansas City, MO.*
- Business License Fee**
**Our Business License year is July 1 to June 30. The fee is \$25.00 for the company (which includes one (1) owner) and \$5.00 for each additional employee or partner that will be working inside the City Limits. If you are opening your business at a different time than during the renewal period the fee schedule is as follows:*
 - After July 1 and prior to Sep. 30 – 100% yearly fee
 - On or after Oct. 1 and prior to Dec. 31 – 75% yearly fee
 - On or after Jan. 1 and prior to Mar, 31 – 50% of yearly fee
 - On or after Apr. 1 and prior to June 30 – 25% yearly fee

If your business is located in the Downtown Pleasant Hill Historic District, please visit with our Community Development Department regarding the CID and the Historic Preservation Committee.

If you have any questions or need additional information, contact Pleasant Hill City Clerk, Jodie Beatty at 816-540-3135 or jodiew@pleasanthill.com.



Business License Application

Date: _____

Name of Business: _____

Address: _____

Mailing Address (If different): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

Contact Name: _____ Number of Employees: _____

Type of Work: _____

MO Tax ID Number (Use social security number if your company does not have a TIN.):

Signature: _____

*Fee: \$25.00 for the owner and \$5.00 for every employee working within the City Limits of PH

Applicant is hereby informed that Section 285.530, RSMo, prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work in the State of Missouri. Furthermore, Applicant is informed that if it fails to respond to a request of the Missouri Attorney General to provide identity information regarding any persons alleged to be unauthorized aliens, that the Attorney General is authorized to direct the City to suspend the Applicant's business license.

FOR OFFICE USE ONLY:

OCCUPANCY INSPECTION COMPLETE YES ___ NO ___ N/A ___

CERTIFICATE OF WORKMANS COMP. YES ___ NO ___ N/A ___

MASTERS LICENSE (Elect., Plmbg, Htg & Cooling) YES ___ NO ___ N/A ___

EXPIRATION DATE: _____

AMOUNT: (\$25 / company (1 owner), \$5 / employee) _____

CLERK: _____



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION

AFFIDAVIT OF EXEMPTION FOR WORKERS' COMPENSATION INSURANCE
PURSUANT TO § 287.061, RSMo

Before me, the undersigned authority, personally appeared _____
Name of Affiant

who, being duly sworn on this oath states as follows:

1. My name is _____. I am of legal age and sound mind, capable of making this
affidavit, and personally acquainted with the facts herein stated. I understand that by submitting this affidavit to the
city or county for an occupational or business license as a contractor in the construction industry, I am stating that my
business is exempt from carrying workers' compensation insurance coverage.

2. I am the sole proprietor, owner or partner of _____,
Name of Business

a business engaged in construction industry that is not required to purchase workers' compensation insurance
coverage for the following reason:

(Check One)

- I am a sole proprietor and have no "employees" as defined under the law, see page 2.
I am a partner in a partnership with no "employees" as defined under the law, see page 2.
I have filed a Notice of Employer's Exemption with the Missouri Division of Workers' Compensation (Division)
for _____ to be withdrawn from
Name of Corporation

coverage because there are no more than two owners of the corporation who are also the only employees of the
corporation. A copy of the acknowledgement letter from the Division dated _____ is enclosed.
Date

Further, I have not filed a notice to withdraw this exemption for my corporation with the Division and my corporation
has no other workers' compensation insurance coverage.

- I have read and reviewed the concept of "statutory employment" explained on pages 2-3. My business operation is not
being carried out by persons who may be regarded as statutory employees.
I understand that providing fraudulent information on this affidavit is unlawful under §§287.128, 287.061(3),
570.090, 575.040, 575.050, and/or 575.060, RSMo, and may be either a misdemeanor or a felony, punishable by
imprisonment and fine, as indicated on page 3.

Affiant Date

STATE OF MISSOURI)
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20 _____

My Commission Expires: _____

Notary Public (SEAL)

Affidavit of Exemption for Workers' Compensation Insurance Applicable Statutory Provisions and Guidelines to be followed

The Division has developed the "Affidavit of Exemption for Workers' Compensation Insurance Pursuant to §287.061, RSMo" that is required to be filed by a contractor in the construction industry when he/she applies for an occupational or business license in any city or county only if the contractor does not have proof of workers' compensation insurance coverage. If a contractor fails to comply with the requirements relating to providing proof of coverage or completing the "Affidavit of Exemption" form, he/she shall be denied the business license until the contractor obtains a certificate of insurance. If the contractor submits the "Affidavit of Exemption" form to obtain the business license he/she should familiarize himself/herself with the following key statutory provisions. **Those who are unsure as to whether they may lawfully submit such affidavit should seek competent legal advice.**

Every employer who is subject to the requirements of chapter 287, RSMo must insure its workers' compensation liability with an insurance company authorized to insure such liabilities in the state of Missouri by the Missouri Department of Insurance Financial Institutions and Professional Registration or meet the Division's requirements to be self-insured. If an employer fails to obtain the insurance coverage he/she may be held liable to an injured employee for all of the benefits under the Law in either a civil law suit or in an administrative proceeding before the Division.

Employee: §287.020, RSMo: The definition of "employee" includes both full- and part-time employees, and includes every person in the service of an employer under any contract of hire, express or implied, oral or written, or under any appointment or election, including executive officers of a corporation. It includes minors whether or not they are employed in violation of the law and family members. It may include volunteer workers who do not receive any income or compensation unless the exception noted below applies.

Please Note: As an exception, the workers' compensation law does not apply to volunteers if:

- The entity is a tax-exempt organization which operates under the standards of section 501(c)(3) of the federal Internal Revenue Code;
- The volunteers are not paid wages; and
- The volunteers provide services purely on a charitable and voluntary basis.

All three requirements must be met in order for a volunteer worker not to be classified as an employee under §287.020, RSMo.

Employer: §287.030, RSMo, that defines "employer" includes a very broad category and states that every employer who has five or more employees must carry workers' compensation insurance with one exception for construction industry employers who erect, alter, demolish or repair improvements who must purchase workers' compensation insurance if they have one or more employees.

Sole Proprietor and Partner: §287.035, RSMo, provides that natural persons who are sole proprietors or partners are employers and they do not have to purchase workers' compensation insurance on themselves but they may voluntarily choose to do so. Further, close relatives by blood or marriage of sole proprietors or partners may be withdrawn from coverage but, under §287.030, these relatives are still considered to be "countable" employees. Note that these provisions do not apply if the business is a corporation or a Limited Liability Company [LLC].

Corporate Exemption (Two Owners/Employees): §287.090.5, RSMo. A corporation may withdraw from the provisions of this chapter, when there are no more than two owners of the corporation who are also the only employees of the corporation, by filing with the Division notice of election to be withdrawn. The election shall take effect and continue from the date of filing with the Division by the corporation of the notice of withdrawal from liability under this chapter. Any corporation making such an election may withdraw its election by filing with the Division a notice to withdraw the election, which shall take effect thirty days after the date of the filing or at such later date as may be specified in the notice of withdrawal.