



New Business License Packet

(Located inside the City Limits of Pleasant Hill and operating a store front.)

Completed Business License Application (must be signed)

MO Tax ID number and/or proof your business has been registered with the State of Missouri

**If your business is making any type of retail sales, a tax ID number will be required and the address registered for Pleasant Hill even if you have a business in another city. You can get additional information on registering your business at:*

www.dor.mo.gov/business/ or www.sos.mo.gov/business/

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

Certificate of Occupancy from the City of Pleasant Hill Building Department

**Building permits are required for any remodeling, electrical upgrades or signage.*

Utility deposit of \$100.00 is required to activate a water/sewer service.

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 jodieb@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: _____

City of Pleasant Hill, Missouri
POLICE DEPARTMENT

203 Paul Street 816-540-9109 Pleasant Hill, MO 64080 Fax: 816-987-9113 Tommy Wright,
Chief of Police

ATTN: Facility Manager/Owner,

In order that we may notify you immediately if an emergency arises on your property 24 hours per day, it is imperative that we have on file the current names, addresses, home and cell phone numbers (if applicable) of at least three members of your company or organization who are responsible individuals **WITH KEYS** or other access to the property. It is important that we have exact addresses of each site, which your company may have in the city limits of Pleasant Hill or the Pleasant Hill Fire District. As in years past, we are also requesting that you list any hazardous materials that may be stored on your property. Include copies of your Material Safety Data Sheets on each hazardous material, if available.

Enclosed you will find a blue NOTIFICATION OF EMERGENCY form. Please print or type the information requested on the form. **It is imperative that this information be complete and accurate.** In addition, you may return the completed form to City Hall, fax (816-987-5141) or mail the form to:

Pleasant Hill, MO City Hall
C.O. Jodie Beatty
203 Paul Street
Pleasant Hill, MO 64080

These forms will be used to enter the information in our Computer Aided Dispatching System, so that it will be available to emergency dispatchers 24 hours per day. This information is accessible to Law Enforcement personnel only. Information that is gathered is considered strictly confidential and shall not be disseminated outside of our agency.

This information will be re-requested each year to ensure that our records are current. However, if changes in your callout personnel do occur throughout the year, we would urge you to notify us with the changes.

Thank you in advance for your prompt attention to this important matter. Don't hesitate to call if you have any questions or comments, as we are striving to provide quality service to the businesses and citizens of Pleasant Hill.

Sincerely,
Tommy Wright – Chief of Police

City of Pleasant Hill, Missouri | Police Department
COMMERCIAL PROPERTY EMERGENCY NOTIFICATION

Business Name: _____

Business Phone: _____ **Fax Phone:** _____

Address: _____

Mailing Address (if different): _____

Alarm Company: _____ **Phone:** _____

Business Owner Name: _____ **Phone:** _____

Owner Address: _____

Facility Manager: _____ **Phone:** _____

Facility Manager Address: _____

Property Owner: _____ **Phone:** _____

Property Owner Address: _____

Additional Other Authorized Contact: _____

Address: _____ **Phone:** _____

Additional Other Authorized Contact: _____

Address: _____ **Phone:** _____

Responsible Person with Key: _____

Address: _____ **Phone:** _____

Hazardous Materials on Property (*Compressed glass cylinders, any fuels, acids, explosives, vicious animals*): _____

Return completed form to Jodie Beatty, City Clerk, 203 Paul Street, Pleasant, MO 64080