



New Business License Packet

(Located inside the City Limits of Pleasant Hill and NOT 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.*
- Authorization from Community Development Department**
**Please consult with the Community Development Department that the type of business you will be conducting is in compliance with the zoning districts in the City of Pleasant Hill as well as any subdivision regulations that are regulated depending on the location of your home. (Chapter 58 of the Pleasant Hill municipal code)*
- 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: _____