

BUSINESS LICENSE CHECKOFF LIST

Full year - July 1 thru June 30 -- \$35.00
1/2 year - January 1 thru June 30 -- \$18.00

1. Complete Business License Application and sign back page
2. Zoning OK Yes _____ No _____
3. Provide State Sales Tax ID Form
4. Provide State Registration as a business
5. Provide State "No Tax Due" letter
6. Provide Federal ID# (EIN) if business has employees
7. *Restaurant/Tattoo Parlor only - provide Health Certificate dated within 30 days of issuing the Business License
8. *Construction Companies only - provide proof of Workman's Compensation Insurance
9. *Taxi Cabs only - Provide proof of \$1 Million Liability Insurance

LICENSE # _____ DATE APPROVED _____ DATE ISSUED _____

CITY OF CUBA COLLECTOR
P.O. BOX 43
CUBA, MISSOURI 65453
PH: 573-885-0062 FAX: 573-885-3216
collector@ci.cuba.mo.us

BUSINESS LICENSE APPLICATION

Legal Name of Business: _____

DBA: _____

Physical Address: _____

Mailing Address: _____

Applicant Name and Title: _____

Telephone # _____

Email _____

Type of Business: ___ Sole Proprietor ___ Partnership ___ Corporation ___ LLC ___ Other (explain)

Nature of Business: _____

Projected Opening Date: _____

Federal Tax ID # _____ Missouri Sales Tax# _____

NOTE: If exempt please explain _____

- If your business will sell prepared food a health inspection is required. To schedule an appointment for a health inspection calls the County Health Inspector at 573-775-2555. A copy of your inspection must be included in your application packet.
- In order to ensure compliance with city zoning regulation, you must obtain documentation from the City of Cuba Public Works Department showing that your location complies with zoning requirements.
- FOR CONSTRUCTION CONTRACTORS ONLY: All construction contractors must present proof of workers' compensation insurance. This is required under Chapter 287.061 RSMO.

(Complete and sign on back page)

LICENSE # _____ DATE APPROVED _____ DATE ISSUED _____

- Applicants must provide a copy of a “no tax due” letter from the Department of Revenue before a license shall be issued. This letter must be updated yearly with each license renewal.
- If the business plans to sell liquor on the premise, a separate liquor license must be applied for.
- It is the responsibility of the applicant to provide all certificates or licenses showing that the applicant is authorized under Missouri Law to operate a business or occupation for which applicant is seeking a business license. All such information should be included with this application. It is not the responsibility of the City Collector to obtain this information.

License Fees are as follows:

\$35.00 per year—July 1 thru June 30

\$18 Prorated—January 1 thru June 30

Please make check payable to: City of Cuba Collector and include payment with your application.

The foregoing statements are made under oath or affirmations and are true and correct to the best of my knowledge.

Applicant Signature: _____

Date: _____

Received by: _____

Date Received: _____