



**APPLICATION FOR BUSINESS LICENSE**

DATE OF APPLICATION: \_\_\_\_\_ DATE OF ISSUANCE: \_\_\_\_\_ FEE ENCLOSED: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

OWNER OR CONTACT NAME: \_\_\_\_\_

PHYSICAL LOCATION OF BUSINESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

BUSINESS PHONE NO. \_\_\_\_\_ CELL # or OTHER \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ ZONING OF LOCATION: \_\_\_\_\_

MO SALES TAX INFO: \_\_\_\_\_ DEALER RESALE LICENSE NO: \_\_\_\_\_

*If Applicable*

EMERGENCY CONTACT/AFTER HOURS (If Different from above) \_\_\_\_\_

OWNER OF BUSINESS MAILING ADDRESS (If Different from physical location listed above) \_\_\_\_\_

HAVE YOU EVER BEEN ISSUED A BUSINESS LICENSE BY ANOTHER MUNICIPALITY? IF YES, PLEASE LIST: \_\_\_\_\_

**NOTE:**

- (1) PLEASE ALLOW THREE DAYS FOR PROCESSING. ALL CITY BUSINESS LICENSE FEES ARE \$ 25.00 PER BUSINESS.
- (2) IF A LICENSE IS ISSUED, IT WILL BE FOR THE ABOVE TYPE OF BUSINESS ONLY, ANY CHANGE IN TYPE OF BUSINESS WILL REQUIRE A NEW APPLICATION TO BE FILED. *MULTIPLE BUSINESSES IN ONE LOCATION WILL REQUIRE A **SEPARATE APPLICATION PER BUSINESS.***
- (3) ALL LICENSES ARE TO BE ON DISPLAY AND ARE ISSUED FOR THE CALENDAR YEAR AND WILL EXPIRE DECEMBER 31st.
- \*\* (4) A COPY OF "NO SALES TAX DUE" LETTER SHALL ACCOMPANY THIS APPLICATION. (You may call 573-751-9268 for issuing information).**
- \*\*\* (5) A COPY OF THE APPLICANTS LATEST PAID PERSONAL TAXES (FROM PREVIOUS YEAR) SHALL ACCOMPANY THIS APPLICATION.**
- (6) ANY FALSE INFORMATION LISTED ON THIS APPLICATION WILL RENDER IT NULL AND VOID.

REMARKS: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

CLERK VERIFICATION: \_\_\_\_\_

IF YOUR SALES TAX LICENSE IS REVOKED FROM THE STATE OF MISSOURI ANY TIME DURING THE YEAR THIS MERCHANT BUSINESS LICENSE WILL BE VOIDED. AFTER REINSTATEMENT OF SALES TAX BY LETTER OF "NO TAX DUE" IS RECEIVED BY THE CITY OF BILLINGS A NEW APPLICATION FOR MERCHANT BUSINESS LICENSE WILL BE REQUIRED AND A NEW LICENSE BOUGHT.

THIS APPLICATION NEEDS TO BE COMPLETED AND BROUGHT TO CITY HALL FOR THE PROCESSING AND ISSUANCE

OF YOUR LICENSE. Thank You.