



City of Billings, Missouri EST. 1871

No. # \_\_\_\_\_

P.O. Box 207 Billings, MO 65610 Phone 417-744-2581 FAX 417-744-4560

**APPLICATION FOR BUSINESS LICENSE**

DATE OF APPLICATION: \_\_\_\_\_ DATE OF ISSUANCE: \_\_\_\_\_

YOUR BUSINESS NAME: \_\_\_\_\_ PHYSICAL LOCATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

LEGAL OWNER OF BUSINESS \_\_\_\_\_

APPLICANT OR APPLICANTS: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

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

AFTER HOURS EMERGENCY CONTACT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

MO SALES TAX NO: \_\_\_\_\_ ZONING OF LOCATION: \_\_\_\_\_

DEALERS NO: \_\_\_\_\_

(If applicable)

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

\_\_\_\_\_

**NOTE:**

(1) PLEASE ALLOW (3) THREE DAYS FOR PROCESSING. ALL CITY ISSUED LICENSES ARE \$25.00 PER BUSINESS PER YEAR.

(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 UPON RENEWAL.

(You will need to call 573-751-9268 for issuing information).

**\*\*\***(5) A COPY OF YOUR LATEST PAID PERSONAL TAXES FOR THE PREVIOUS YEAR SHALL ACCOMPANY THIS APPLICATION UPON RENEWAL.

(6) I GIVE CONSENT TO HAVE MY BUSINESS, CONTACT NAME AND BUSINESS PHONE NUMBER LISTED ON THE CITY OF BILLINGS WEBSITE.

\_\_\_\_\_ YES, PLEASE LIST \_\_\_\_\_ NO THANK YOU, DO NOT LIST

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 FOR THE PROCESSING OF YOUR LICENSE.

*Thank You.*