



City of Willard, MO Application for City Business License

This application can also be found on our website @ cityofwillard.org.

The following information is required to process your business license application. A **completed/signed application**, the **\$25 application fee (\$50 for manufacturer's)** **\$25 late fee if submitting after January 31st**, and **any** of the following that is **applicable to your business** (*please use the checklist on the back* to ensure you are including all forms and fees needed to issue your license):

Contractor's: If you sell product or charge taxes, we need a **No Tax Due Letter** from the Missouri Department of Revenue and a current **Certificate of Liability Insurance**.

Retail/Service: If you sell product or charge taxes, we need a **No Tax Due Letter** from the Missouri Department of Revenue; and, if your business is located in the City Limits of Willard, we need a **Pretreatment Survey + the \$10 fee** and also, if your business is located in the City Limits of Willard, and you have a grease trap, we need a **Fog Permit Application + the \$25 fee**.

Restaurants & Food Trucks: We will need your **Greene County Food Service Permit**; and, if you charge taxes, we need a **No Tax Due Letter** from the Missouri Department of Revenue; and, if your business is located in the City Limits of Willard, we need a **Pretreatment Survey + the \$10 fee** and also, if your business is located in the City Limits of Willard, and you have a grease trap, we need a **Fog Permit Application + the \$25 fee**.

Note: A **Solicitor's License** requires a **Business License and applicable fees**; and a **solicitor's license application; \$25 application fee**; a valid **photo ID, background check, and a \$15 fee for each solicitor**; if you sell product, a **No Tax Due Letter** from the Missouri Department of Revenue; and a **Certificate of Liability Insurance**. This application can also be found on our website at cityofwillard.org.

Business Name: _____

Business Type: ____Manufacturing ____Distribution ____Retail ____Service ____Contractor

Types of Products/Services Offered: _____

Business Phone #: _____ **Business Email Address:** _____

Physical Business Address: _____

Business Mailing Address: ____ Check here if "Same as Above" **OR** provide mailing address here:

Business Owner #1:

Business Owner #2:

Name: _____

Name: _____

Phone #: _____

Phone #: _____

Email Address: _____

Email Address: _____

Emergency Contact Name: _____

Emergency Contact Phone #: _____

Application and business must be in conformity with Ordinance #131209B of the City of Willard. All licenses must be prominently displayed and renewed each year. Questions and concerns are to be directed to the City Clerk, Janice Gargus, at 417-742-5302 or clerk@cityofwillard.org.

Signature: _____ **Date of Application:** _____

Business License Checklist

(Please refer to the front page for specific instructions on which forms and fees to include):

Contractor's:

____ Application
____ \$25 Application Fee
____ Current COI

Retail/Service:

____ Application
____ \$25 Application Fee
____ No Tax Due Letter
____ Pretreatment Survey
____ \$10 Fee
____ F.O.G. Permit
____ \$25 Fee

Restaurant's/Food Trucks:

____ Application
____ \$25 Application Fee
____ No Tax Due Letter
____ Pretreatment Survey
____ \$10 Fee
____ F.O.G. Permit
____ \$25 Fee
____ Greene Co. Food Service Permit

Solicitor's License:

____ Business License Application
____ \$25 Application Fee
____ Solicitor's License Application
____ \$25 Solicitor's License Application Fee
____ No Tax Due Letter
____ Current COI

For each solicitor also include:

____ Valid Photo ID
____ Completed & Signed Background Check Form
____ \$15 Fee

All fees must be paid up front before any licenses are issued. Make checks payable to the City of Willard and mail to: Attention City Clerk, P.O. Box 187, Willard, MO 65781; OR call the City Hall at 417-742-3033 EXT. 5300 (there will be an additional 3% charge to process fees over the phone).

FOR OFFICE USE ONLY

____ Business License Required

____ \$25 Business License Fee

____ \$25 Business License Late Fee

____ No Tax Due Letter

____ COI

____ Pretreatment Survey

____ \$10 Pretreatment Survey Fee

____ F.O.G. Permit

____ \$25 F.O.G. Permit Fee

____ Greene County Food Service Permit

____ Solicitor's License Required

____ \$25 Solicitor's License Fee

____ \$25 Solicitor's License Late Fee

____ No Tax Due Letter

____ COI

____ Valid ID(s)

____ Background Check Form(s)

____ \$15 Fee(s)

TOTAL RECEIVED: _____ DATE RECEIVED: _____

DATE LICENSE(S) ISSUED: _____

NEW: _____ RENEWAL: _____ CLERK INITIALS: _____