



# City of Odessa

## Business License Application

228 S. Second St. - PO Box 128 - Odessa, MO 64076  
Phone: 816-230-5577 - Fax: 816-633-4985 - cityofodessamo.com

Name of Business: \_\_\_\_\_  Renewal  New

Business DBA: \_\_\_\_\_

Name of Applicant/Owner: \_\_\_\_\_

Business Address: \_\_\_\_\_  
City State ZIP

Mailing Address: \_\_\_\_\_  
City State ZIP

Email : \_\_\_\_\_ Phone Number: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Driver's License State: \_\_\_\_\_

Date of Birth :   /   /   MO Sales Tax #: \_\_\_\_\_

Date of Submission:   /   /   Date of Opening:   /   /

Do you wish to receive a renewal letter in May? Yes No

**Please notify City Hall if you have discontinued your business.**

### General Business Information

Is this business located within Odessa City Limits N/Y Do you have an intrusion alarm? N/Y  
Is this business located in a Odessa commercial area? N/Y Total building square footage   
Is business located in an Odessa residence? N/Y

Type of Organization (check one): Individual  Partnership  Corporation  LLC

Employee headcount for this location: Full Time  Part Time  Temporary

Please provide a general description or scope of work for your business (i.e. electrical contractor, doctor, retail store, etc)

Applicant Signature

Date

**City Certification (office use only)** NO pending fees, fines, penalties or other obligations exist for the applicant in order for a business license to be issued or renewed

License #:  Amount Paid:

Received By #:  Date Paid:

Notes:

# Business License Renewal Checklist

Every corporation, company, association, joint stock company or association, partnership and person, and their lessees, trustees or receivers appointed by any court, engaged in any business occupation, pursuit, profession or trade or in the keeping or maintaining of any institution, establishment, article, utility or commodity, shall procure and pay for a license therefor from the city per Sec 12-29 of Odessa Municipal Code.

The following items are required in order to renew your City of Odessa Business License:

- A Letter of No Tax Due from the State of Missouri Department of Revenue
- Worker's Compensation Certificate of Insurance
- A completed inspection by the City Community Planning Department
- Form of Payment due on or before July 1, 2022
- Completed City of Odessa Police Department / Odessa Fire and Rescue Protection District Emergency Contact Form (attached)
- A completed Business License Renewal Form (this document)

## No Tax Due:

All applicants who make retail sales must submit a Missouri Department of Revenue statement of No Tax Due with a date of issuance not more than 90 days before date of business license application/renewal. This can be obtained by visiting <https://dor.mo.gov/taxation/business/filing-payment/no-tax-due/>

## Worker's Compensation Insurance:

According to Section 287.030.1(3) of the Revised Statutes of Missouri (RSMO), employers who must obtain the insurance are:

- Any employer with five (5) or more employees; or
- Any construction industry employers who erect, demolish, alter or repair, with one (1) or more employees.

Pursuant to Section 287.061.1 RSMo, any employer who falls into either of the above categories must provide a Certificate of Insurance to the City or Community in which he/she wishes to obtain an occupational or business license.

Select the option that best applies to your business: (pick one)

- Has five (5) or more employees and I have Proof of Insurance
- Has one (1) or more employees and is in the construction industry and I have Proof of Insurance
- Is not construction related and I have zero to four (0-4) employees
- Is construction related but I have zero (0) employees

## City Inspection:

An inspection is required by ordinance in order to complete the renewal process. A City employee will be conducting all inspections from May 1st to June 15th. Inspections are no longer scheduled and will be conducted at any time Monday – Friday 8:00am to 5:00pm between said dates.

## Form of Payment:

Documents and payment can be mailed (check or money order) or brought to Odessa City Hall. Cash, card or check is accepted at City Hall. No payments will be taken over the phone.

