



City of Woodson Terrace

4323 Woodson Road | Woodson Terrace, MO 63134
P: 314-427-2600 | F: 314-427-0571
www.woodsonterrace.net

LICENSE FEE SCALE

PAY WHICH IS GREATEST OF THE FOLLOWING

- \$1.00 per each \$1,000.00 of gross receipts
- \$10.00 per each employee
- \$.10 per square foot of floor space
- Minimum Fee of \$150.00

\$ _____ X _____ % = \$ _____
 (License Fee) (Move-in Date) (Total Amount Due)

APPLICATION FOR BUSINESS LICENSE

LOCATION INFORMATION

Address to be occupied _____ Suite No. _____ Total Square Footage _____

Anticipated Move-in Date (Check One):

- July 1st to September 30th = 100%
- October 1st to December 31st = 75%
- January 1st to March 31st = 50%
- April 1st to June 30th = 25%

(Use Scale to determine Business License Fee)

Please Check One:

- New Business Application
- Change of Ownership
- Change of Address
- Change of Business Name
- Business Application Renewal

BUSINESS INFORMATION

Name of Business (DBA) _____

Business Owner _____
 Current Address _____
 City, State, Zip _____
 Phone _____
 Email Address _____

Will there be any outdoor storage? Yes No
 Employees: Full Time _____ Part Time _____
 Will you have on premise vending machines?
 Yes No
 Vending machine owner: _____

PROPERTY INFORMATION

Please provide a detailed description of the proposed business practice:

Property Manager _____
 Address _____
 City, State, Zip _____
 Contact Person _____
 Phone _____
 Email Address _____

AS AN AUTHORIZED REPRESENTATIVE OF THE ABOVE BUSINESS, I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____ Print Name _____

Notary Public _____ Date _____

ADDITIONAL REQUIREMENTS

- All applicants for a new business license or a renewal **MUST** submit a “Certificate of No Tax Due” letter from the Department of Revenue indicating that there are no outstanding sales taxes due.
- A company (if applicable) must provide the Federal Form 501-C-3 indicating tax exempt status in order to waive the business license fee. Exempt accounts remain responsible for other fees, inspections and applications to provide any license or permit.
- It is the sole responsibility of the business requesting a license from the City of Woodson Terrace to meet all applicable requirements of the State of Missouri, St. Louis County and the United States.
- All business licenses expire annually on June 30th. Delinquent renewals are assessed a 10% late penalty. An additional 1% per month will be added thereafter.
- No commercial building shall be occupied until an Occupancy Permit and Business License has been issued.
- **CONTRACTORS ONLY** — State law requires that any contractor in the construction industry must attach to this application, a Certificate of Insurance for proof of Workers’ Compensation Coverage OR an affidavit by the applicant attesting that the contractor is WC exempt. A Business License will not be issued unless the business meets the Missouri State Law Requirements. If applicable, please advise the Insurance Company to list the City of Woodson Terrace as a Workers’ Compensation Certificate Holder, and listing on that certificate, the City of Woodson Terrace location D/B/A of your business. Questions should be addressed to the Missouri Division of Workers’ Compensation, at 1 (800) 775-2667, or your Insurance Co.

THE OCCUPANCY PERMIT AND BUSINESS LICENSE ARE TO BE POSTED AT THE PLACE OF BUSINESS IN A LOCATION THAT IS CLEARLY VISABLE TO THE PUBLIC