

**New Business Checklist**  
**Grandview, Missouri (Jackson County)**  
 Updated May 27, 2004

[www.grandview.org](http://www.grandview.org)

<b>Jurisdiction</b>	<b>Description</b>	<b>Fee</b>	<b>Contact</b>
City of Grandview	<b>Zoning Clearance</b>	None, done as part of applying for Occupational License	City of Grandview 1200 Main Street Grandview, MO 64030 (816) 316-4800
City of Grandview	<b>Occupational License</b>	\$25 – 1 <sup>st</sup> year; subsequent years it's based on gross receipts with a minimum of \$25	City of Grandview 1200 Main Street Grandview, MO 64030 (816) 316-4800
City of Grandview	<b>Contractor License</b> for anyone associated in the building trade	Based on gross receipts with a minimum fee of \$50	City of Grandview 1200 Main Street Grandview, MO 64030 (816) 316-4800
City of Grandview	<b>Craftsman License</b> for plumbers, electricians, mechanical contractors	\$4.17 per month, pro-rated	City of Grandview 1200 Main Street Grandview, MO 64030 (816) 316-4800
City of Grandview	<b>Business Tax</b> Grandview joins with Jackson County; Jackson County collects the taxes and reimburses Grandview	Paid to Jackson County	Jackson County Assessor's Office (816) 881-4672 E-mail: <a href="mailto:assessment@jacksongov.org">assessment@jacksongov.org</a>
City of Grandview	<b>Transient Merchant</b> must first have a Conditional Use Permit	\$10	City of Grandview 1200 Main Street Grandview, MO 64030 (816) 316-4800
City of Grandview	<b>Conditional Use Permit</b> transient merchants not permitted except in a few strict instances.	\$450	Community Development Department 1200 Main Street Grandview, MO 64030 (816) 316-4822
City of Grandview	<b>Outdoor Advertising Sign Permits</b>	Fees vary	Community Development Department Building Services Division 1200 Main Street Grandview, MO 64030 (816) 316-4825
City of Grandview	<b>Fire Safety Inspection</b>	None, done during Occupational License application	Fire Department
City of Grandview	<b>Security Alarm Users Permit</b>	\$10	Police Department 1200 Main Street Grandview, MO 64030 (816) 316-4980
City of Grandview	<b>Liquor License</b> various kinds of licenses available	Fees vary	City of Grandview 1200 Main Street Grandview, MO 64030 (816) 316-4800
City of Grandview	<b>Cigarette License</b>	\$25/year	City of Grandview 1200 Main Street Grandview, MO 64030 (816) 316-4800

<b>Jurisdiction</b>	<b>Description</b>	<b>Fee</b>	<b>Contact</b>
City of Grandview	<b>Solid Waste Permit</b> for trash haulers	Fees vary based on trucks (either number of or tonnage)	Community Development Department 1200 Main Street Grandview, MO 64030 (816) 316-4819
Jackson County	<b>Merchant's License</b>	\$5.00	Assessor's Office (816) 881-4672 E-mail: <a href="mailto:assessment@jacksongov.org">assessment@jacksongov.org</a>
Jackson County	<b>Business Personal Property &amp; Manufacturing Equipment Declaration</b>	Yearly assessment due March 1 of each year.	Assessor's Office See above
Jackson County	<b>Health Permit</b> Only needed from City	n/a	Doesn't have a Public Health Department
State of Missouri	<b>Business Registration</b>	Fees vary depending on type of business structure.	Missouri Secretary of State Office 615 E. 13 <sup>th</sup> Street, Room 513 (816) 889-2925 <a href="http://www.sos.mo.gov">www.sos.mo.gov</a>
State of Missouri	<b>Sales Tax I.D.</b>	Any business making retail sales must obtain a Missouri Retail Sales License from the Missouri Department of Revenue. A bond, based on projected monthly gross sales, must be posted at the time of application.	Missouri Department of Revenue, Room 127 615 E. 13 <sup>th</sup> Street Kansas City, MO 64106 (816) 889-2944 <a href="http://www.dor.state.mo.us">www.dor.state.mo.us</a>
State of Missouri	<b>Sales Tax Exemption</b> used for the purchase of items that will be resold or used as ingredients in a product for sale. Sales tax is passed along to customer.	No additional fee. It's your Sales Tax I.D. number.	Missouri Department of Revenue, Room 127 615 E. 13 <sup>th</sup> Street Kansas City, MO 64106 (816) 889-2944 <a href="http://www.dor.state.mo.us">www.dor.state.mo.us</a>
State of Missouri	<b>Liquor Permit</b>	Fees vary	Missouri Department of Public Safety Division of Alcohol and Tobacco Control Kansas City District Office 615 E. 13 <sup>th</sup> Street, Room 506 Kansas City, MO 64106 (816) 889-2574 <a href="http://www.mdlic.state.mo.us">www.mdlic.state.mo.us</a>
State of Missouri Bureau of Childcare	<b>Child Care Licensing requirements</b>	None	Department of Health Bureau of Childcare (816) 350-5450 <a href="http://www.dhss.state.mo.us/AbouttheDepartment/BofCC.html#HdIgl">http://www.dhss.state.mo.us/AbouttheDepartment/BofCC.html#HdIgl</a>

## For Companies Hiring Employees

Jurisdiction	Description	Fee	Contact
State of Missouri	<b>Workers' Compensation Insurance</b> , is compulsory for all employers with 5 or more employees. For construction industry employers who erect, demolish, alter or repair improvements, workers' comp is compulsory for one or more employees. Insurance is acquired through private carriers.	Premiums vary	Division of Workers Compensation Missouri Department of Labor & Industrial Relations (573) 751-4231 workerscomp@dolir.mo.gov <a href="http://www.dolir.state.mo.us/wc/index.htm">http://www.dolir.state.mo.us/wc/index.htm</a>
State of Missouri	<b>Unemployment Insurance</b> Not all business are liable for unemployment insurance. It depends on the type of entity and the type of work being performed. The following report can determine if a business owner is liable. Pay quarterly. <i>Report To Determine Liability Status: # MODES-2699-5</i>	Rates vary from 1.30% to 3.51%	Division of Employment Security Missouri Department of Labor & Industrial Relations 421 E. Dunklin Street Jefferson City, MO 65102 (573) 751-3215 <i>Report to Determine Liability Status:</i> <a href="http://www.dolir.state.mo.us/es/ui-tax/m2699.htm">http://www.dolir.state.mo.us/es/ui-tax/m2699.htm</a>
State of Missouri	<b>Wage and hour laws, unemployment tax, workers compensation and employment eligibility verification (I-9 form)</b>	Varies	Department of Labor and Industrial Relations 3315 West Truman Boulevard, Room 213 PO Box 504 Jefferson City, MO 65102-0504 (573) 751-9691 <a href="http://www.dolir.mor.gov">www.dolir.mor.gov</a>
Federal	<b>Employee Identification Number</b>	No fee	Obtain an SS-4 form by phoning 1-800-TAX-FORM (1-800-829-4933, Option 1) or by logging onto the IRS website at <a href="http://www.irs.gov">www.irs.gov</a> Once you have completed the SS-4 you can obtain your EIN number by phoning the IRS at (800) 829-4933 or by faxing the SS-4 to (215) 516-3990

This information is provided courtesy of KCSOURCELINK and is intended to provide an overview of requirements for new businesses in Grandview, Missouri. The information is not comprehensive. Consultation with an accountant and/or attorney is advisable.