

New Business Checklist
Independence, Missouri (Jackson County)
 Updated May 19, 2004

Jurisdiction	Description	Fee	Contact
City of Independence	Zoning Clearance , this is a part of the Occupational License process. As the BLLD processes the Occup. License paperwork, they'll automatically send it over to the Zoning Division.	No fee	Community Development Department Zoning Division 111 E. Maple Independence, MO 64050 (816) 325-7411 or 7421
City of Independence	Occupational License	Initial license based on estimated annual gross revenue. Fee starts at \$25.00	Finance Department Business & Liquor License Division 111 E. Maple Independence, MO 64050 (816) 325-7079 http://www.ci.independence.mo.us/businesses.stm
City of Independence	Contractor License Required for electricians, plumbers and HVAC	\$25 for remainder of calendar year 2004 \$75 annually starting 1/1/05	Building Inspections 111 E. Maple Independence, MO 64050 (816) 325-7401
City of Independence	Outdoor Advertising Sign Permits Must apply in person and take a drawing of the building and a drawing of the sign.	Fees vary based on square footage of sign	Planning Department Mary Thompson 111 E. Maple Independence, MO 64050 (816) 325-7422
City of Independence	Fire Safety Inspection This is part of the Occupational License paperwork	Not automatically required.	Fire Prevention (816) 325-7122
City of Independence	Security Alarm Users Permit	No fee	Police Department 223 N. Memorial Drive Independence, MO 64050 (816) 325-7300
City of Independence	Liquor License	Fees vary	Finance Department Business & Liquor License Division 111 E. Maple Independence, MO 64050 (816) 325-7079
City of Independence	Taxi & Transportation License	\$25 per vehicle	Finance Department Business & Liquor License Division 111 E. Maple Independence, MO 64050 (816) 325-7079
City of Independence	Itinerant Merchant's License	\$50 for up to 30 days, \$100 for up to 120 days	Finance Department Business & Liquor License Division 111 E. Maple Independence, MO 64050 (816) 325-7079

Jurisdiction	Description	Fee	Contact
Jackson County	Merchant's License	\$5.00	Assessor's Office (816) 881-4672 E-mail: assessment@jacksongov.org http://www.jacksongov.org/gov_de_as.shtml
Jackson County	Business Personal Property & Manufacturing Equipment Declaration	Yearly assessment due March 1 of each year	Assessor's Office (816) 881-4672 E-mail: assessment@jacksongov.org http://www.jacksongov.org/gov_de_as.shtml
Jackson County	Health Permit Only needed from City	n/a	Doesn't have a Public Health Department
State of Missouri	Business Registration	Fees vary depending on type of business structure.	Missouri Secretary of State Office 615 E. 13 th Street, Room 513 (816) 889-2925 www.sos.mo.gov
State of Missouri	Sales Tax I.D.	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 th Street Kansas City, MO (816) 889-2944 www.dor.state.mo.us
State of Missouri	Sales Tax Exemption 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 th Street Kansas City, MO 64106 (816) 889-2944 www.dor.state.mo.us
State of Missouri	Liquor Permit	Fees vary	Missouri Department of Public Safety Division of Alcohol and Tobacco Control Kansas City District Office 615 E. 13 th Street, Room 506 Kansas City, MO 64106 (816) 889-2574 www.mdlc.state.mo.us
State of Missouri Bureau of Childcare	Child Care Licensing requirements	None	Department of Health Bureau of Childcare (816) 350-5450 http://www.dhss.state.mo.us/AbouttheDepartment/BofCC.html#HdIgl

For Companies Hiring Employees

Jurisdiction	Description	Fee	Contact
State of Missouri	<p>Workers' Compensation Insurance, 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.</p>	Premiums vary	<p>Division of Workers Compensation Missouri Department of Labor & Industrial Relations 3315 W. Truman Blvd, Room 131 Jefferson City, MO 65102 (573) 751-4231 workerscomp@dolir.mo.gov http://www.dolir.state.mo.us/wc/index.htm</p>
State of Missouri	<p>Unemployment Insurance 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></p>	Rates vary from 1.30% to 3.51%	<p>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> http://www.dolir.state.mo.us/es/ui-tax/m2699.htm</p>
State of Missouri	<p>Wage and hour laws, unemployment tax, workers compensation and employment eligibility verification (I-9 form)</p>	Varies	<p>Department of Labor and Industrial Relations 3315 West Truman Boulevard, Room 213 PO Box 504 Jefferson City, MO 65102-0504 (573) 751-9691 www.dolir.mor.gov</p>
Federal	<p>Employee Identification Number</p>	No fee	<p>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 www.irs.gov 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</p>

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