

CITY OF DES PERES
12325 MANCHESTER ROAD, DES PERES, MISSOURI 63131
APPLICATION FOR BUSINESS LICENSE
CHAPTER 13, MUNICIPAL CODE

Application MUST be completed in full for each location in Des Peres. Computation of Fee is based on one of the following categories:

A. Retail Merchants: Anyone doing business that shall make any sales, wholesale or retail. **A Required filing with this Application or Renewal is a copy of your Missouri Retail Sales License issued by the State of Missouri; and a "No Tax Due" Affidavit from the Missouri Department of Revenue** that the licensee owes no taxes under Section 144.010 thru 144.510 or Sec 143.191 thru 143.261, RsMO, **dated no longer than (90) days prior to the date of submission of the Application or Renewal of the city license.** To obtain the Affidavit please visit the Mo Department of Revenue website: www.dor.mo.gov/tax

B. Office/Service/Business Occupation: Anyone engaged in a business, occupation, pursuit, profession or trade.

C. Flat Fee: See Fee Schedule Page two of this Application

Information on Business

1. Name of Business, d/b/a: _____
2. Date business began/will begin operation in Des Peres: _____
3. Location of Business within City Limits:
Street address: _____ Suite: _____ Unit: _____
Telephone : (____) _____ Name of Manager: _____
4. Name of local telephone service provider: _____
5. Corporate Name: _____
Mailing Address: _____ Suite: _____ Unit: _____
Name of Corporation Contact: _____ Telephone: (____) _____
6. Detailed Description of business, trade or occupation: _____
7. Do you sell a product subject to state retail sales taxes: Yes _____ No _____

If Yes, Required Attachments are:

A copy of your Missouri Retail Sales License and Affidavit of "No Tax Due" from the Missouri Department of Revenue (Website: dor.mo.gov/tax/business/sales/notaxdue/)

Computation of Fee (Use one category only)

A. Retail Merchants – Min Fee \$100.00 (For new business estimate your gross receipts from Date of Opening through December 31st/For Renewals use Previous Calendar Year Actual Gross Receipts for calculation – If not open a full-year then best estimate of full-year please)

Total Gross Receipts: \$ _____ x \$1.25 Per \$1,000.00 = \$ _____

NOTE: If 1st year fee was based on an estimate use this space to calculate over/under payment of fee For purposes of Renewal calculation.

Estimated Gross Receipts used on initial Application	\$ _____
Actual Gross Receipts (1 st year business)	\$ _____
Difference (Over/Under) x \$1.25 Per \$1,000.00 GR	\$ _____
First year Renewals only: A ± B = License Renewal Fee	\$ _____

B. Office/Service/Business Occupation – Min Fee \$100.00 (Fee is based on the square foot of business: # of Sq. Ft. = _____ x \$0.20 = \$ _____)

C. Flat Fee (See Fee Schedule Attached)

\$ _____

The Information given above is true, correct and complete to the best of my knowledge and belief.

Date: _____

Applicant Name/Title _____

NOTARY REQUIRED IF NEW APPLICANT

State of _____ County of _____: That _____ being duly sworn on oath states that the facts contained herein are true and correct to the best of my knowledge and belief. Subscribed and sworn to before me this ____ day of _____. 200__.

(Seal)

Notary Public _____

Please return completed application with remittance made payable to City of Des Peres to Linda Schulte, City Clerk, 12325 Manchester Rd, Des Peres, MO 63131. Please refer all questions to the City Clerk lschulte@desperesmo.org or 314-835-6112.

Adult Oriented Business	\$5,000.00	Year
Amusement Park, Miniature Golf, Driving Ranges, Golf Courses and Similar Amusements	\$ 500.00	Year
Animal or Pet Hospital	\$ 500.00	Year
Auctioneers and Estate Sales	\$ 50.00	Day
Boxing, Wrestling or Similar Exhibitions Conducted for Profit	\$2,000.00	Day
Business School	\$3,000.00	Year
Circus, Street Fairs, Exhibitions and Carnivals For profit and not for educational or Charitable purposes	\$ 100.00	Day
Coin Operated Devices Not Otherwise Specifically Provided For	\$ 15.00	Device/Year
Contractors, General and Subcontractors in Building Contracting and Construction who do not have a place of business located in Des Peres	\$ 100.00	Year
Contractors Storage Yard	\$1,000.00	Year
Dances, Public or Theatrical, except those Conducted for Charity or Educational Purposes	\$ 50.00	Day
Fortunetellers, Spiritualists, Clairvoyants, Mediums, Palmists and Horoscopic Viewers	\$5,000.00	Year
Home Occupations	\$ 50.00	Year
Hospitals	\$1,000.00	Year
Kennels & Grooming Parlors	\$1,000.00	Year
Landscaping Services located in Des Peres	\$ 100.00	Year
Manufacturers Representative	\$ 50.00	Year
Nursing Homes & Assisted Living Centers	\$1,000.00	Year
Pawnshops, Payday Loan & Similar Businesses	\$2,500.00	Year
Pinball Machines, Video Games & Similar Devices	\$ 25.00	Device/Year
Swimming Pools (Public)	\$1,000.00	Year
Trash & Garbage Haulers	\$ 100.00	Year
Welding & Blacksmith Shops	\$ 500.00	Year

Ord 2351(1-23-06/4-4-06)

Ord 2497(1-26-09)

CITY OF DES PERES, MO

APPLICATION FOR OCCUPANCY PERMIT



PERMIT No. 0 _____

FEE \$ 50.00

APPLICATION DATE:

INSPECTION DATE / TIME:

TENANT:

TENANT ADDRESS:

PROPOSED USE:

APPLICANT:

APPLICANT ADDRESS:

APPLICANT PHONE / FAX: _____ / _____

PROPERTY OWNER:

OWNER ADDRESS:

OWNER PHONE / FAX: _____ / _____

AGENT SIGNATURE:

STRUCTURE DESCRIPTION

CLASS _____

Use Group _____

Floor Area _____

Floors _____

Height _____

Occupancy Type _____

TENANT SPACE DESCRIPTION

ZONING DISTRICT _____

Floor Area _____

Floors _____

Means of Egress _____

Occupant Load _____

Parking Load _____

FIRE SAFETY DESCRIPTION

SMOKE DETECTORS Y_____

N_____

SPRINKLER SYSTEM Y_____ N_____

FIRE EXTINGUISHERS Y_____ N_____

EMERGENCY LIGHTING Y_____ N_____

EXIT FIXTURES Y_____ N_____

WALL SWITCHES Y_____ N_____

ZONING REVIEW: **APPROVED**

 DENIED

CASE

OFFICER: _____

SIGNATURE / DATE: _____ / _____

FIRE REVIEW: **APPROVED**

 DENIED

CASE

OFFICER: _____

SIGNATURE / DATE: _____ / _____

THIS APPLICATION MUST BE ACCOMPANIED BY AN APPLICATION FOR BUSINESS LICENCE TO BE OBTAINED FROM THE DES PERES DEPARTMENT OF FINANCE. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED BY THE DEPARTMENT. APPLICANTS MUST OBTAIN AN OCCUPANCY PERMIT FROM THE ST. LOUIS COUNTY DEPARTMENT OF PUBLIC WORKS PRIOR TO OCCUPANCY OF THE PREMISES.

DEPARTMENT OF PUBLIC WORKS
12325 MANCHESTER ROAD, DES PERES, MO 63131
PHONE: 314.835.6130 FAX: 314.835.6131