

CITY OF HERCULANEUM

#1 Parkwood Court
Herculaneum, Mo. 63048
Phone: (636) 475-4447
Fax: (636) 475-6191



BUSINESS LICENSE APPLICATION PROCEDURE:

- 1st Business License Application – Yearly fee (\$100.00) (Exception In-Home Business \$15.00) (Nov.01, 20XX to Oct. 31, 20XX). Must be filled out completely and signed. Return Business Application and **request in writing, when you would like to be heard** before the Council (so the Application can be turned into the City Clerk to be placed on Agenda in time for the meeting). **Must be turned in Tuesday prior to the following Monday Board Meeting.**

New Items required: **The State of Missouri now requires you to also obtain a Certificate of NO SALES TAX DUE of which you must acquire from the State of Missouri and give the City a copy of and also submit a statement that you do not have and will not employ any illegal aliens.** Contact telephone number for the State of Missouri “NO SALES TAX DUE DEPT.” is 1 (573) 751-9268, or email: <https://dors.mo.gov/tax/notaxdue/secure/itaxpayer.jsp> (Council Meetings are the **1st and 3rd Mondays** of each month/except holidays, starting times are usually @ 7:00 p.m.)
- 2nd A date and time will be set for the Applicant to come before the Mayor and Council. **Applicant must appear in person or have a representative (atty. or other).** Bring any information you think may be important or relevant with you to describe the business you wish to open.
- 3rd A Knox-Box Application must be filled out and returned ASAP (**Check with the Public Works Assistant**) for the current cost of the box depending on the Company.
- 4th If the Mayor and Council approve the Business Application the next step would be the purchase of the KNOX-BOX, and it’s placement on the Business Site. (**Must Notify the Herculaneum Fire Dept. @ (636) 475-3080** for best location of the application of said box.)
- 5th Then contact the Public Works Assistant to set up an appointment time and date for an Occupancy Inspection a (\$25.00 pre-payment) is required. Someone over the age of 18 must be present when Building Inspector does the Occupancy Inspection.
(MUST COMPLY WITH ALL CODES AND REGULATIONS)
- 6th Once Occupancy Inspection is passed, then the **(\$100.00) (Exception In-Home Business \$15.00)** yearly fee for Business License may be purchased providing that **copies of (ALL) paid Personal Property and Real Estate Tax has been/are submitted, showing that there are no outstanding taxes or bills owed to The City of Herculaneum.** The licenses are from November 01, 20XX to the following October 31, 20XX.
- 7th **NOTE: SALES TAX RATES FOR: CID DISTRICT BUSINESS CHARGE 9.850**
(Along McNutt to Prairies and East/West on Commercial Blvd) If not sure ask City Hall
SALES TAX RATES FOR NON-CID DISTRICT BUSINESS CHARGE 8.850
“PLEASE CHECK TO SEE WHAT DISTRICT YOU ARE IN TO
MAKE SURE YOU ARE CHARGING THE CORRECT TAX RATES”

AN ORDINANCE TO AMEND SECTION 610.080 DEFINITIONS AND SECTION 610.090 FEES PRESCRIBED PERTAINING TO THE FEE FOR A BUSINESS LICENSE FOR ALL BUSINESSES, TRADES, OCCUPATIONS, PROFESSIONS OR AVOCATIONS WITHIN THE CITY OF HERCULANEUM AND FIXING THE TIME WHEN THIS ORDINANCE SHALL BECOME EFFECTIVE

WHEREAS, Section 610.010 provides, in part, that “[a]ll of the various objects, occupations, professions, trades, avocations and businesses within the City of Herculaneum, Missouri specified by this Chapter shall be licensed, taxed and regulated as herein set forth”; and

WHEREAS, Section 610.010 further provides, in part, that “[n]o person shall conduct, pursue, carry on or operate within the City any trade, profession, business, vocation, avocation or occupation specified by this Chapter without paying in advance the license tax prescribed and levied herein”; and

WHEREAS, Section 610.090 of the Herculaneum City Code sets forth a schedule of fees for various businesses; and

WHEREAS, all manner of businesses, trades, occupations, professions or avocations, except for contractors, have been required to pay a Fifteen and 00/100 Dollars (\$15.00) licensing fee under the category, in Section 610.090, and contractors have been required to pay a Fifty and 00/100 (\$50.00) licensing fee under the category, in Section 610.090; and

WHEREAS, the Board of Aldermen of the City of Herculaneum has considered the amount of time allocated by City staff in processing applications for business licenses from businesses, trades, occupations, professions or avocations; and

WHEREAS, the Board of Aldermen of the City of Herculaneum believes that the current Fifty and 00/100 (\$50.00) license fee charged for contractors and Fifteen and 00/100 Dollars (\$15.00) license fee charged to all other such other businesses, trades, occupations, professions or avocations, except home occupations, does not adequately represent the cost to the City for processing and issuing such license to such businesses, trades, occupations, professions or avocations; and

WHEREAS, the Board of Aldermen of the City of Herculaneum desires to establish a fee for licenses for all such businesses, trades, occupations, professions or avocations which will adequately recompense the City for its time and expense associated with processing and issuing such licenses.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED BY THE BOARD OF ALDERMEN OF THE CITY OF HERCULANEUM, MISSOURI, AS FOLLOWS:

SECTION 1. This ordinance shall amend Section 610.080 to read:

SECTION 610.080 DEFINITIONS.

A. The term "merchant" or "person" as used in this Chapter shall hereby be defined as any person, partnership or corporation who shall deal in the retail selling of goods, wares or merchandise at any store, stand or place occupied and maintained for that purpose within the City; provided that this definition shall apply only to those businesses not otherwise defined or

named in this Chapter.

B. For the purposes of this Chapter, the term "general contractor" shall be defined as follows: one who contracts for the completion of an entire project, including purchasing all materials, hiring and paying subcontractors and coordinating all the work.

C. For purposes of this Chapter, the term "home occupation" shall be defined and have the same requirements as stated in Section 410.250 of the Code of Ordinances for the City of Herculaneum, Missouri.

SECTION 610.090 FEES PRESCRIBED.

All persons who are engaged in any of the following businesses, trades, occupations, professions or avocations in the City shall pay to the City an annual tax in an amount specified below:

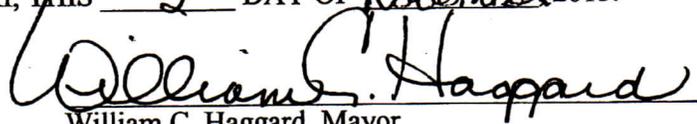
Business, etc.	Amount of annual license tax
Home occupations	\$ 15.00
All other businesses, trades, vocations and avocations whatsoever	\$100.00

SECTION 2. This Ordinance shall be in full force and effect from and after the date of its passage.

SECTION 3. If any part of this Ordinance is invalid for any reason, such invalidity shall not affect the remainder of this Ordinance.

SECTION 4. This ordinance shall be codified.

READ (IN FULL TWO TIMES) (BY TITLE TWO TIMES, COPIES OF THE PROPOSED ORDINANCE HAVING BEEN MADE AVAILABLE FOR PUBLIC INSPECTION AT THE PLACE OF THE MEETING PRIOR TO THE TIME THE BILL WAS UNDER CONSIDERATION BY THE BOARD OF ALDERMAN) AND PASSED BY THE BOARD OF ALDERMAN OF THE CITY OF HERCULANEUM, MISSOURI, THIS 2 DAY OF November 2015.


William C. Haggard, Mayor
City of Herculaneum

ATTEST:


STEPHANIE NOCE, City Clerk

APPLICATION FOR BUSINESS LICENSE

City of Herculaneum, Missouri

#1 Parkwood Court, Herculaneum, Mo. 63048

Phone: 636-475-4447 & Fax: 636-475-6191 Email: cityofherky@cityofherculaneum.org

New Application:

Renewal:

Date: _____ Business Name: _____

Business Address: _____

Mailing Address: _____

Business Phone: _____ Tax ID #: _____ # Employees: _____

Plumbers-Electricians-Mechanicals must have a license in one of these areas: Jefferson County, St. Louis County or City, St. Peters or St. Charles: Number(s) _____

Owner/Employer's Name: _____ Driver Lic. # _____

Home Address: _____ Home Phone: _____

U.S. Citizen: Yes () No () Naturalized Citizen () _____

General Description of Sales and/or Service at this location: _____

Please list any possible hazards such as chemicals stored, animals on premises or irregular hours:

Name of person who owns the property if you are renting: _____

Certificate of Worker's Compensation Insurance:

This is to certify that the Employer named above is is not required to purchase Workers' Compensation Insurance under Chapter 287 RSMo. 1966 as amended.

If such Employer named above is required to cover his liability under Chapter 287 RSMo. Then such coverage has been:

Issued Renewed Canceled

Sole Proprietor Partnership Corporation

Carrier's Name: _____

Address: _____

Policy #: _____ Effective Date: _____ Expires: _____

Signature of Applicant: _____

License Fee: (\$100.00) (Exception \$15.00-In Home Business) Nov. 01, 20XX to Oct. 31, 20XX

Note: The State of Missouri requires the City to request a notarized affidavit stating that you do not/and will not employ illegal aliens & also that states you do not owe sales taxes to the State of Missouri before license may be issued. (Must submit copies of Paid Personal Property and Real Estate Taxes.) If **any outstanding taxes are still due** license cannot be issued. NOTE: Sales Tax Rates for: CID District 9.850 (Along McNutt to Prairies & East/West on Commercial Blvd.) Sales Tax Rates for: NON-CID District 8.850

(Please make sure your Business is charging the correct Sales Tax Rates)

TO: Knox Company
Attn: Order Entry
1601 W. Deer Valley Road
Phoenix, Az. 85027
Phone: 800-552-5669
623-687-2300
FAX: 623-687-2290

FROM: Bill Haggard, Fire Chief
Herculaneum Fire Department
151 Riverview Plaza Drive
Herculaneum, Mo. 63048
Phone: 636-475-3080

The following Knox-Box has been installed at the address shown below. Please add this information to your records.

Herculaneum Fire Department
PS-21-143-03-01

Knox-Box Serial Number _____

INSTALLATION ADDRESS:

Building Name _____

Street Address _____

City _____ Zip _____

Signature _____

Herculaneum Fire Department

Authorized Signature _____ Date _____

AFFIDAVIT

Pursuant to the requirements of House Bill No. 1549 of the State of Missouri, and further pursuant to the requirements of Sections 67.0307, 285.530, 285.535 and 285.550 of the Revised Statutes of Missouri, the undersigned business hereby affirms that it **does not employ illegal immigrants.**

The undersigned further acknowledges that if the City receives notice from either a court or the Attorney General's Office or determines that a business has violated Section 285 of the Revised Statutes of Missouri, that the City is required to suspend the business license within fifteen (15) days of receiving such notification. **Self-employed individuals with no employees are excluded from this law.**

Name of Business

By: _____
Signature

The legislature enacted Senate Bill 30 providing for the following requirement for local licenses:

Section 114.083.2 RSMo, "The possession of a retail sales license and **a statement from the Department of Revenue that the licensee owes no tax due under sections 144.010 to 144.510 or sections 143.919 to 143.261, RSMo** shall be prerequisite to the issuance of renewal of any City or County occupation license, which is required for conducting any business where goods are sold or retail." This is effective January 01, 2009

The undersigned Herculaneum City licensed business hereby affirms that they **owe no sales tax** to the Missouri Department of Revenue due to retail sales. The undersigned further acknowledges that if the City receives notice from either a court or the Attorney General's Office or determines that a business has violated the above sections of the Revised Statutes of Missouri, that the City is required to suspend the business license upon receiving such notification.

Name of Business

By: _____
Signature

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public

My Commission Expires:



CITY OF HERCULANEUM

#1 PARKWOOD COURT
HERCULANEUM, MISSOURI 63048
EMERGENCY: 911 – BUSINESS: 636.475.4447 – FAX: 636.475.6194
WWW.CITYOFHERCULANEUM.ORG – E-MAIL: INFO@CITYOFHERCULANEUM.ORG



Emergency Contact Information

Business Name: _____ Date: ____/____/____

Business Address: _____ Phone: (____) _____

Suite/Building #: _____ City: _____ Zip Code: _____

Name of Owner/Manager: _____ Number of Employees: _____

Phone Number of Owner/Manager: (____) _____ Normal Operating Hours: _____

Type of Business: _____

Does the business have a burglary alarm system? Yes No

If yes, what type of alarm? Motion Interior Exterior Contact Window Hold Up Other

Does the business have a fire alarm system? Yes No

If yes, what type of alarm? Smoke Heat Manual

Sprinkler system? Yes No

If yes, what kind? Wet Dry

Does the business have a medical alarm system? Yes No

If yes, what type of alarm? Pendent Manual

Knox Box? Yes No

Alarm Company Name: _____ Phone: (____) _____

Emergency Contact Numbers (List in the order of preference)

1.) Name: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone: (____) _____ Type: _____ Phone: (____) _____ Type: _____

2.) Name: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone: (____) _____ Type: _____ Phone: (____) _____ Type: _____

NOTE: THIS FORM IS STRICTLY TO PROVIDE NOTIFICATION TO THE BUSINESS OWNER IN CASE OF AN AFTER-HOURS EMERGENCY AT YOUR STORE OR BUSINESS. THIS LIST IS ONLY SHARED WITH LAW ENFORCEMENT AND FIRE PERSONNEL.