



BUSINESS LICENSE RENEWAL APPLICATION

Email - The completed application can be emailed to Kathryn.Bowman@wentzvillemo.gov

Or can be mailed/dropped off at:

City Hall – 1001 Schroeder Creek Blvd. Wentzville, MO 63385 (636) 327-5101

In accordance with City ordinances, all businesses physically located and doing business within the City of Wentzville shall be required to purchase and keep on display at their usual place of business, a City of Wentzville Business License. Renewals are due by Feb. 28 of each year.

Additional licenses required for Adult Entertainment, Amusement, Massage, Pawnbrokers, Payday Loan, Sale of Liquor and Tattoo. Contact the City Clerk's office at (636) 327-5101 for additional information.

The following items are to be acquired by the applicant prior to the issuance of business license.

1. Certifications that all taxes and debts owed the city are paid. A tax or fee due and owed by the applicant shall include any such amount owed by the applicant, whether joint or separately or in joint tenancy or by any partnership, corporation or any other entity in which the applicant holds a 50 percent or greater interest or by any shareholder, member or partner holding 50 percent or greater in such entity. That any person, firm or corporation which has not paid taxes due and owing the City shall not be entitled to a business license until said taxes/debts are paid in full. If no taxes are owed, a tax waiver must be obtained from St. Charles County at (636) 949-7470 or 201 N. Second St., St. Charles, MO 63301.
2. A "NO TAX DUE" form must be obtained from the Department of Revenue and submitted with this application. The applicant must obtain this form within 90 days before the date of submission for application or renewal of the local license. **Cities are not permitted to issue business licenses without this form of verification.** If you need assistance with this, you may contact the Department of Revenue at (573) 751-9268. **If your business does not generate retail sales, it is not required to present a statement of no tax due.**
3. License fee of \$50 (checks made payable to "City of Wentzville") must be submitted when turning in the application. The city accepts cash, check and credit card, which will include an additional two percent charge. **No guarantee of issuance with payment. (Businesses that are not in compliance by March 1st of each year with a current, validly issued business license will be considered delinquent and subject to a penalty of \$100.00 per Ordinance 4327, approved on Oct. 26, 2022).**
4. If you are a **contractor in the construction industry**, you must supply the City with either a Certificate of Insurance for Workers' Compensation coverage **OR** an affidavit, the form of which shall be developed by the Division of Workers' Compensation, signed by the applicant attesting that the contractor is exempt from RSMO 287.061. You may obtain this form on the State website at <https://labor.mo.gov/>.
5. If you are a **retailer**, you must submit a copy of your State of Missouri Sales Tax License/Certificate.
6. If you are in the **Massage Therapy** business where massages are performed, each massage therapist shall provide to the City a copy of their Business and Individual State of Missouri Business License which is required by RSMO 324.247. **This information is due at the same time as the Business License Application each year.**

EMERGENCY CONTACT INFORMATION FOR WENTZVILLE BUSINESSES

CONFIDENTIAL - FOR POLICE USE ONLY

Please fill out this form completely and return with your Business License application.

Date: _____

Name of Business: _____

Address of Business: _____ Suite: _____ Business Phone: _____

#1 Emergency Contact Name: _____

Address: _____ Suite: _____ Phone: _____

#2 Emergency Contact Name: _____

Address: _____ Suite: _____ Phone: _____

Night light Yes _____ No _____

Strong box Yes _____ No _____

Safe Yes _____ No _____

Alarm Yes _____ No _____

Type of Alarm: _____

Company that installed and/or maintains alarm system: _____

Address: _____ Phone: _____

Do you have private security on the premises? Yes _____ No _____

If so, what company?

Name: _____

Address: _____

Phone: _____

What hours are security guard(s) present? _____

Remarks: _____
