

Helpful Information about Business License Requirements

The goal of this page is to provide you with links and helpful information to make your request for a business license a smoother process. If you need additional information, please contact the City Clerk at (816) 741-7676.

Business Type

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Requirements

[City of Parkville](#) | [Platte County](#) | [State of Missouri](#)

All Businesses

Business Name Registrations (legal and fictitious)

<http://www.sos.mo.gov/business/corporations/forms.asp>

Business personal property tax

http://www.co.platte.mo.us/county_offices_departments/assessor.html

Starting a new business

<http://www.business.mo.gov/>

Kansas Business Center

<http://www.kansas.gov/businesscenter/>

Liquor

Missouri

<http://www.atc.dps.mo.gov/>

Parkville

<http://parkvillemo.gov/departments/administration-dept/city-clerk/liquor-licenses/>

Platte County

http://www.co.platte.mo.us/docs/county_clerk/liquor.html

Retail

Certificate of No Tax Due

<http://dor.mo.gov/business/sales/notaxdue/>

Missouri Sales Tax ID Number

<http://www.dor.mo.gov/faq/business/register.php>

Affidavit to Make Retail Sales in Parkville

<http://parkvillemo.gov/download/business-licenses/Affidavit%20of%20Application%20to%20Make%20Retail%20Sales.pdf>

Platte County Merchant's License

<http://www.plattecountycollector.com/merchants.php>

Helpful Information about Business License Requirements

Food Preparation/Sales

Platte County Health Department

<http://www.plattecountyhealthdept.com/pView.aspx?id=25007&catid=519>

Contractors

Missouri Workers' Compensation

<http://labor.mo.gov/>

Parkville permits

<http://parkvillemo.gov/departments/community-development-department/permit/>

Fireworks

Missouri Fireworks license

<http://www.dfs.dps.mo.gov/programs/fireworks/>

City of Parkville Requirements

Inspections

All new businesses located in Parkville must schedule an inspection with the Southern Platte Fire Protection District Fire Marshal and City Inspector prior to opening and before a business license will be issued. Call (816) 741-2900 to schedule your inspection with the Fire Marshal and he will coordinate with the City Inspector. Inspections are required for new businesses and location or ownership changes.

Permits

Visit <http://parkvillemo.gov/departments/community-development-department/permit/> for information regarding signs, construction, plumbing, electrical, repair or replacement, out buildings, pools and scheduling an inspection.

Affidavit to Make Retail Sales in Parkville

Please submit a completed and notarized Affidavit of Application to Make Retail Sales in Parkville if:

- a) You have a new business and do not have a Missouri Sales Tax ID number at the time of submitting your business license application, but have submitted your Missouri Tax ID application.
- b) You have a Missouri Sales Tax ID number and have submitted an amendment to make taxable sales in Parkville, but have not received an official confirmation yet.

Platte County Requirements

Merchant's License

If you sell goods, wares or merchandise at any store, stand or place occupied for that purpose you are considered a merchant, per RSMo 150.010. You need a Platte County merchant's license if your business:

- Is located in Platte County
- There is a sales tax number issued by the Missouri Department of Revenue
- Products or merchandise are sold at retail
- You collect and remit sales tax to the Missouri Department of Revenue

Helpful Information about Business License Requirements

Business personal property taxes

Parkville businesses must file their Business Personal Property reports with the Platte County Assessor's Office annually. Filings are due in the Collector's Office by March 1 each year unless an extension is granted. Penalties apply for delayed registration.

State of Missouri Requirements

Business name registrations

A foreign corporation may not transact business in Missouri until it obtains a certificate of authority. Before applying for a certificate to do business in Missouri, please review the State of Missouri's Foreign Entities information at <http://www.sos.mo.gov/business/corporations/faqs.asp#toc7>.

Workers' Compensation

The City is required to obtain proof of workers' compensation insurance coverage for any construction industry business pursuant to RSMo 287.061 prior to issuing a business license. If you are exempt from carrying workers' compensation, complete the Affidavit of Exemption for Workers' Compensation in lieu of submitting a policy. Fax a copy of your current policy to (816) 741-0013 which must be kept current to maintain a valid license throughout the license period (June 1-May 31). Although the City of Parkville does not require proof of workers' compensation for non-construction businesses, check with the Missouri Department of Labor for other workers' compensation requirements.