

# Opening a New Business in Parkville

## BUSINESS LICENSE INFORMATION

Chapter 605 of the Parkville Municipal Code regulates licenses for businesses within the City of Parkville. Below are the requirements for all new businesses in Parkville, followed by additional requirements by the type of business being opened. This information must be submitted and your license approved prior to opening.

### ALL NEW BUSINESSES

- Complete Business License Application
- Register Legal Name with the Missouri Secretary of State
- Register Fictitious Name/DBA (any name used for business other than legal name) with the Missouri Secretary of State, if applicable
- Contact Platte County Assessor's Office to register personal property used for the business
- Complete Emergency Contact Form (only given to Police Department in case of emergency)
- Contact Southern Platte Fire Protection District for inspection to obtain Certificate of Occupancy (Fire District will coordinate with City for inspection)
- Contact Community Development Department to verify use is permitted in zoning district
- Remit license fee by cash, check, money order or credit card (fees range from \$50 to \$320; based on business type)

### RETAIL

- Missouri Sales Tax number and Certificate of No Tax Due with Parkville address
- Platte County Merchant License

### FOOD PREPARATION/SALES

- Missouri Sales Tax number and Certificate of No Tax Due with Parkville address
- Platte County Health Department Permit
- Platte County Merchant License

### ALCOHOL SALES/SERVICE

- Liquor License approval from Board of Aldermen (new applications only)
- Copy of Missouri Liquor License
- Copy of Platte County Liquor License

### CONTRACTOR/GENERAL CONTRACTOR

- Proof of Workers' Compensation Insurance Coverage (if exempt, submit notarized Affidavit of Exemption for Workers' Compensation form)

### FIREWORKS

- Written Permission from Property Owner
- Bodily Injury and Property Damage Liability Insurance in the amount of \$800,000, individual and aggregate, naming the City of Parkville an additional insured
- Missouri Sales Tax Certificate of No Tax Due for Parkville location
- Platte County Merchant License
- Plot Plan of tract showing location of stand, dimensions of building and distances from street, property lines, adequate off-street parking and other buildings in the lot
- Missouri Division of Fire Safety Seasonal Retailer Fireworks Permit

## LICENSING PERIOD

June 1 through May 31 annually

## WEBSITE

[parkvillemo.gov/business/business-licenses](http://parkvillemo.gov/business/business-licenses)

## CITY CONTACTS

City of Parkville  
8880 Clark Avenue  
Parkville, MO 64152  
Phone: (816) 741-7676  
Fax: (816) 741-0013



**Deputy City Clerk/Finance Specialist Karla Shewell**  
E-mail: [kshewell@parkvillemo.gov](mailto:kshewell@parkvillemo.gov)

**City Clerk Melissa McChesney**  
E-mail: [mmcchesney@parkvillemo.gov](mailto:mmcchesney@parkvillemo.gov)

**Community Development Director Stephen Lachky**  
E-mail: [slachky@parkvillemo.gov](mailto:slachky@parkvillemo.gov)

## ADDITIONAL CONTACTS

### MISSOURI SECRETARY OF STATE



**Register business' legal name and/or fictitious name**  
(573) 751-4936  
<https://bsd.sos.mo.gov/LoginWelcome.aspx>

### MISSOURI DEPARTMENT OF REVENUE



**Missouri Sales Tax and Certificate of No Tax Due**  
(573) 751-5860  
<https://dor.mo.gov/online-services/>

### MISSOURI DEPARTMENT OF LABOR



**Workers' Compensation (contractors only)**  
(573) 751-4231  
<https://labor.mo.gov/>

### MISSOURI ALCOHOL & TOBACCO CONTROL



**Missouri Liquor License**  
(573) 751-5454  
<https://atc.dps.mo.gov/licensing/>

### PLATTE COUNTY ASSESSOR'S OFFICE



**Business Personal Property**  
(816) 858-2232  
<https://www.co.platte.mo.us/business-personal-property>

### PLATTE COUNTY COLLECTOR'S OFFICE



**Platte County Merchant License**  
(816) 858-3356  
<https://plattecountycollector.com/merchants.php>

### PLATTE COUNTY HEALTH DEPARTMENT



**Food Inspection and Permit**  
(816) 858-3340  
<https://www.plattecountyhealthdept.com/>

### SOUTHERN PLATTE FIRE PROTECTION DISTRICT



**Fire Inspection for Certificate of Occupancy**  
(816) 741-2900  
<https://spfpd.com/>