



## 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, 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 the Business Licenses 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 the Platte County Assessor's Office to register personal property for the business
- ◆ Complete the Emergency Contact Form (given to Police Department only in case of emergency)
- ◆ Contact the Southern Platte Fire Protection District and City of Parkville for inspections to obtain Certificates of Occupancy (Fire District will coordinate with City to inspect at same time)
- ◆ Contact the Community Development Department to verify use is permitted in the zoning district
- ◆ Remit the license fee by cash, check, money order or credit card (Fees range from \$50 to \$320 based on business type)

### Additional Requirements by Business Type:

- ◆ **Retail**
  - Missouri Sales Tax number and Certificate of No Tax Due with Parkville designation
  - Platte County Merchant's License
- ◆ **Food Preparation/Sales**
  - Missouri Sales Tax number and Certificate of No Tax Due with Parkville designation
  - Platte County Health Department Permit
  - Platte County Merchant's License
- ◆ **Alcohol Sales/Service**
  - Liquor License approval from the Board of Aldermen (contact City Clerk for more information)
  - Copy of Missouri and Platte County liquor licenses
- ◆ **Contractor or General Contractor**
  - Proof of Workers' Compensation Insurance Coverage (if exempt, submit notarized Affidavit of Exemption for Workers' Compensation form)
- ◆ **Home-Based**
  - Home Occupation Checklist
  - Same requirements for all businesses and types (no inspections or emergency contact form required)
- ◆ **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 as an additional insured
  - Missouri Sales Tax number Certificate of No Tax Due with Parkville designation
  - Platte County Merchant's 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

**LICENSING PERIOD:**  
June 1 through May 31 annually

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

### **CONTACT INFORMATION:**

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

#### **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 or fictitious name*  
(573) 751-4936

#### **Missouri Department of Revenue:**

*Missouri sales tax and Certificate of No Tax Due*  
(573) 751-5860

#### **Missouri Department of Labor:**

*Workers' compensation (contractors only)*  
(573) 751-4231

#### **Missouri Alcohol & Tobacco Control:**

*Missouri liquor license*  
(573) 751-5454

#### **Platte County Assessor's Office:**

*Business personal property*  
(816) 858-2232

#### **Platte County Collector's Office:**

*Merchant's License*  
(816) 858-3356

#### **Platte County Health Department:**

*Food inspection and permit*  
(816) 587-5998

#### **Platte County Clerk's Office:**

*County liquor license*  
(816) 858-3340

#### **Southern Platte Fire Protection District:**

*Fire inspection for Certificate of Occupancy*  
Fire Marshall Dean Cull  
(816) 741-2900