

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 or conducting any business.

ALL NEW BUSINESSES

- ☐ Complete business license application - [via online portal](#)
- ☐ Register / confirm 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 (Given to Parkville Police Department in case of emergency)
- ☐ Contact City of Parkville Community Development Department to verify use is permitted in zoning district and obtain Certificate of Occupancy (separate inspection from Southern Platte Fire Protection District is also required)
- ☐ For Tenant Change of use (i.e., no building improvements/construction needed), will only need inspection report from the Fire 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

CONTRACTORS - GENERAL, MASTER, OTHER

- ☐ Proof of workers' compensation insurance coverage (if exempt, submit notarized Affidavit of Exemption for Workers' Compensation form)
- ☐ For Master Contractors - Proof of valid, active master contractor license certification

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 additionally insured entity
- ☐ 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

CITY CONTACTS

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



Deputy City Clerk/Finance Specialist - Autumn Manning

E-mail: amanning@parkvillemo.gov

City Clerk - Melissa Bazert

E-mail: mbazert@parkvillemo.gov

Community Development Director - Stephen Lachky

E-mail: 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) 858-2412

<https://www.plattecountyhealthdept.com/>

SOUTHERN PLATTE FIRE PROTECTION DISTRICT



Fire Code Inspection
(816) 741-2900

<https://spfpd.com/>