

CITY OF HAMILTON  
200 S DAVIS  
HAMILTON, MO 64644  
816-583-4911  
FAX: 816-583-4929

Dear Hamilton Merchant,

City of Hamilton Code Section 88.020 states in part:

EVERY PERSON ENGAGED IN BUSINESS IN THE CITY  
SHALL OBTAIN FROM THE CITY COLLECTOR A LICENSE  
AND EVERY PERSON IN BUSINESS SHALL MAINTAIN A  
LICENSE SO LONG AS HE OR SHE SHALL REMAIN IN BUSINESS...

Hamilton City Business License fee is \$ 25.00. All licenses are valid from July 1st-June 30<sup>th</sup>. Licenses are NOT pro-rated. **It is important that you obtain your business license on time.** If you fail to pay the business license fee on time then there is interest that will be due and penalties for failure to file for the license and failure to pay, as follows:

Interest at 3% per year, PLUS  
Penalties of 5% per month up to 25% for failure to file the application, AND  
Penalties of 5% for failure to pay

Also, if you are operating without a license, it is a violation of City ordinances. A ticket for an ordinance violation may be issued to you. The fine for an ordinance violation is up to \$500.00 and each day that you are late is treated as a separate offense. In addition the City can order you to cease operating your business without a license. **The City does not want to have to use either of these procedures, so please get your business license application turned in prior to June 30, 2017!**

Please return:

1. A completed Business License Application, (see page #1)
2. Sales Tax Information (see page #2)
3. No Tax Due Certificate, if you are a Retail Business
4. Business License Fee of \$25.00 to City Hall.

If you have any questions please contact City Hall at 816-583-4911.

Thank You,

Deb Davis, City Clerk  
City of Hamilton

**CITY OF HAMILTON**

**APPLICATION FOR BUSINESS LICENSE**

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

OWNERS ADDRESS: \_\_\_\_\_

OWNERS PHONE: DAY: \_\_\_\_\_ NIGHT: \_\_\_\_\_

CELL: \_\_\_\_\_ PAGER: \_\_\_\_\_

MANAGERS NAME: \_\_\_\_\_

MANAGERS PHONE: DAY: \_\_\_\_\_ NIGHT: \_\_\_\_\_

CELL: \_\_\_\_\_ PAGER: \_\_\_\_\_

Please fill out contact information. The Hamilton Police Department will use this information in case of an emergency at your business.

**1<sup>ST</sup> CONTACT**

EMERGENCY CALL-OUT PERSON: \_\_\_\_\_

EMERGENCY CALL-OUT NUMBER: \_\_\_\_\_

ESTIMATED RESPONSE TIME TO BUSINESS: \_\_\_\_\_

**2<sup>ND</sup> CONTACT**

EMERGENCY CALL-OUT PERSON: \_\_\_\_\_

EMERGENCY CALL-OUT NUMBER: \_\_\_\_\_

ESTIMATED RESPONSE TIME TO BUSINESS: \_\_\_\_\_

**3<sup>RD</sup> CONTACT**

EMERGENCY CALL-OUT PERSON: \_\_\_\_\_

EMERGENCY CALL -OUT NUMBER: \_\_\_\_\_

ESTIMATED RESPONSE TIME TO BUSINESS: \_\_\_\_\_

## SALES TAX INFORMATION

City of Hamilton Code Section 88.020 states in part:

Every individual, partnership, and corporation doing business in the City of Hamilton upon application for a business license must show proof that they have registered with the State of Missouri and the Department of Revenue of the State of Missouri and have obtained a sales tax number and proof that there is no sales tax due. Failure to furnish such proof will result in the refusal to issue a City business license.

A. \*Please provide

1. Your Sales Tax # \_\_\_\_\_, and
2. Proof that no sales tax is due to the Missouri Department of Revenue, by providing a no sales tax due form.

**You must call or write to the Missouri Department of Revenue to get the no sales tax due form.**

(Please see address and phone number below.)

Signature of Owner: \_\_\_\_\_

**OR**

B. \*I am exempt from Sales Tax because my business does not engage in retail sales and is a service only.

Signature of Owner: \_\_\_\_\_

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This is the address and phone number you may use to get the no sales tax due form requested above:

Missouri Department of Revenue  
Division of Taxation and Collection  
P.O. Box 3666  
Jefferson City, Missouri 65105  
573-751-7200  
www.dor.mo.gov