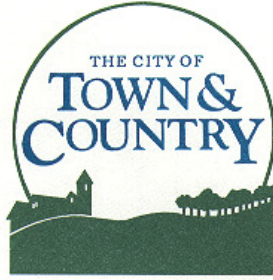


Municipal Center  
1011 Municipal Center Drive  
Town & Country  
Missouri 63131-1101  
Tele. (314) 432-6606  
Fax (314) 432-1286



Charles H. Rehm, Jr.  
Mayor

Robert Shelton  
City Administrator

Dear New Business License Applicant:

City ordinances require Town and Country businesses, including individuals and firms providing services, to obtain a City Business license. The license fee is determined as provided in the attached application. In general, businesses must pay a fee based on the following formulas:

- a) Retail sales and specified retail service type businesses must pay the higher of \$2.00 per \$1,000.00 of gross receipts, or a \$200.00 flat fee. The fee to be paid based on receipts over \$10 million is reduced as shown in the enclosed application-see Section III page 2. The specified retail service type businesses are listed on page 4.
- b) All other businesses must pay \$200.00 for all occupied space up to 1,000 square feet plus 50 cents per square foot for all square footage in excess of the first 1,000 square feet.

To apply for your license, please complete and return the enclosed application, along with payment of the required fee and documentation, to the City of Town and Country, 1011 Municipal Center Drive, Town and Country, MO 63131.

All businesses with retail sales and specified service type businesses must complete sections 12 and 13 of the application regardless of their payment method. An application submitted by any other type of business should indicate N/A (Not Applicable) for gross receipts information.

The applicant must notify the City within 30 days of any change in their business that would affect the calculation of their fee (i.e. relocation, miscalculation of gross receipts, or change in square footage).

The City's complete ordinance on this subject is available for review at the Town and Country Municipal Center and on our web site [town-and-country.org](http://town-and-country.org).

Thank you for your cooperation.

CITY OF TOWN AND COUNTRY

Joan Jadali  
Finance Director

Charles H. Rehm, Jr.  
Mayor

# Town & Country Police Department

**James Cavins**  
Chief of Police

1011 Municipal Center Dr.  
Town & Country, MO 63131  
314-432-4696  
[www.town-and-country.org](http://www.town-and-country.org)

The Town and Country Police Department is currently updating our Business/Emergency Contact files. When completing the section on Emergency Contacts consider the following criteria:

- Contact person(s) should live in close proximity to the business whenever possible.
- Contact person(s) should have keys to the business and be aware of any/all alarm codes.
- Contact person(s) should be accessible after normal business hours.
- Please do not list the business phone number and/or a 1-800 number for the emergency contact information.

**All numbers listed on this form will be used only for emergency purposes and will be kept strictly confidential.** If your information changes, please contact our department at 314-432-4696.

Date: \_\_\_\_\_

SPECIAL ALERTS OR CONSIDERATIONS \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Business Phone \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business Owner \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

1. Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

2. Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

3. Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Municipal Center  
1011 Municipal Center Drive  
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Fax (314) 432-1286



Charles H. Rehm, Jr.  
Mayor

Robert Shelton City  
Administrator

Application For New Business License  
License Year July 1, 2022-June 30, 2023

**Section I: Identification Information:**

1. Year for which you are making application \_\_\_\_\_

2. Name of business \_\_\_\_\_ Phone \_\_\_\_\_

3. Missouri State Sales Tax Number under which you file your sales tax remittance for this location:

\_\_\_\_\_  
**(SEND A COPY OF MO. RETAIL SALES TAX LICENSE IF YOU ARE A NEW BUSINESS OR AN EXISTING BUSINESS WHO HAS CHANGED OWNERSHIP OR RELOCATED)**

4. Town and Country Address \_\_\_\_\_ Zip \_\_\_\_\_

5. Home Office Address, if different from above \_\_\_\_\_

6. Ownership: Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

7. If corporation, provide name of corporation \_\_\_\_\_

8. Do you conduct commercial activities on the premises using names other than that for which you are making application? \_\_\_\_\_ If yes, please list names: \_\_\_\_\_

9. Date of last completed fiscal year preceding the license year beginning July 1, 2022 as established and used for Federal Income Tax purposes (calendar year if also fiscal year) \_\_\_\_\_

Date business began operations in the City of Town and Country: \_\_\_\_\_

How many employees do you have at this location? \_\_\_\_\_

Local telephone provider (land line) information at this location:

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

10. Nature of activity: (Merchant, manufacturer, or specific occupation or business. If necessary for clarity, describe activity in sufficient detail to indicate type of business. For example is a product sold, or a service, or both; and what is product or service?): \_\_\_\_\_  
\_\_\_\_\_

11. Name and address to which correspondence, license, and renewal notice should be sent:

\_\_\_\_\_  
\_\_\_\_\_

**Section II: Fee Information**

Complete All Items: Enter Zero For No Amounts; Enter N/A If Not Applicable. Gross receipts are for last completed fiscal year (calendar year, if also fiscal year) preceding license year July 1, 2022-June 30, 2023. If actual gross receipts are not available due to date operations commenced, amounts should be estimated for the full year. For new businesses monthly prorating is provided for in Section III on next page.

12. Gross Receipts Information (Required for all merchants and manufacturers and for those retail service businesses listed on page 4. All others enter N/A on lines a, b, and c and go to line 13.) A full 12 months of actual receipts must be reported. **A full 12 months of estimated gross receipts should be used for businesses that have not completed a full fiscal year.**

From \_\_\_\_\_ to \_\_\_\_\_. Information is Actual \_\_\_\_\_ or Estimated \_\_\_\_\_  
 (month) (year) (month) (year)

- a. Total Gross Receipts.....\$ \_\_\_\_\_  
Include all cash, credit, services or other consideration received by retail merchant or a specified service type business from retail sales or service operation in the City.
- b. Deductible Gross Receipts.....\$ \_\_\_\_\_  
Deduct if included above, sales tax, traded merchandise, refundable deposits, Sale of beer, liquor, cigarettes, and sale of gasoline for highway use.
- c. NET GROSS RECEIPTS (a. minus b.)..... \* \_\_\_\_\_  
 \* **You must attach a copy of a financial report to document reported gross and deductible gross receipts.**  
 \* **Documents provided are for internal use only and will be kept strictly confidential.**

13. Square Footage Information (Required for all businesses)

a. Total Square Footage..... \_\_\_\_\_ sq. ft.

Include but not limited to offices, storage areas, warehouses, cafeterias, restrooms, showrooms, hallways, reception areas, basement areas and any other areas whatsoever.

Exclude areas either leased to others or offered for lease to others through a real estate brokerage listing or some other demonstrable means.

**Section III: License Fee Computations**

Instructions: as directed below enter amounts from Section II above, compute gross receipts fee (if applicable) or square footage fee and enter amount due on line 16, do not enter less than \$200.00. **For establishments opened after beginning of license year (July 1) fee should be prorated on a monthly basis beginning with a full month for month during which operations began.**

**RETAIL AND BUSINESSES SPECIFIED ON PAGE 6 PAY ON GROSS RECEIPTS ONLY**

14. Gross Receipts Fee Computation

- a Net Gross Receipts (line 12,c.).....\$ \_\_\_\_\_
- b Rate of \$2 per \$1,000\*\*..... x.002
- c Gross Receipts fee..... \_\_\_\_\_

(\*\* Reduce rate to \$1.00 per \$1,000 on receipts between \$10-\$20M and to \$.50 per \$1,000 on all receipts over \$20M).

15. Square Footage Fee Computation

- a Total square footage (line 13,a.)..... \_\_\_\_\_
- b Square footage up to 1,000 ..... \$ 200.00
- c Square footage in excess of 1,000 sq ft (15a minus 1000) \_\_\_\_\_
- d Rate of \$ .50 per square footage..... x.50 \$ \_\_\_\_\_
- e Total Square Footage Fee (15 b+15d) \$ \_\_\_\_\_

16. Amount Due Greater 14c or \$200.00 for merchants & businesses listed on page 6, or 15e or \$200.00 for all other businesses..... \$ \_\_\_\_\_

**Section IV. Adjustments- Credit or Additional Amount Due**

If the gross receipts amount on your application for last year or any previous years were estimates because of date you commenced business, and you now have a completed fiscal year-end with a full 12 months of actual sales, you must now report those actual gross receipts for that fiscal year below and adjust your current payment for the difference. If your prior year application contained no estimates, enter N/A for items 17-20 and go to item 21. **The rates may be different depending on what years were estimated.**

17. Estimated on original Application

- a Ten million or less \$ \_\_\_\_\_ x .002 = \$ \_\_\_\_\_
- b Ten to twenty million \$ \_\_\_\_\_ x .001 = \$ \_\_\_\_\_
- c More than twenty million \$ \_\_\_\_\_ x .00050 = \$ \_\_\_\_\_
- d Total Estimated fee paid \$ \_\_\_\_\_

18. Actual Amount for this period

- a Ten million or less \$ \_\_\_\_\_ x .002 = \$ \_\_\_\_\_
- b Ten to twenty million \$ \_\_\_\_\_ x .001 = \$ \_\_\_\_\_
- c More than twenty million \$ \_\_\_\_\_ x .00050 = \$ \_\_\_\_\_
- d Total Actual fee paid = \$ \_\_\_\_\_

19. Credit Balance

If 17d is larger than 18d, enter Credit Balance here \$ \_\_\_\_\_

20. Additional Amount Due

If 18d is larger than 17d enter Additional Amount Due \$ \_\_\_\_\_

21. Total Amount Due

Total line 16 minus line 19 or plus line 20 \$ \_\_\_\_\_

**For businesses with gross receipts, submit a copy of Missouri Sales Tax License for this location, and a current Certificate of No Tax Due from the Dept of Revenue.**

Section V: Certification

\_\_\_\_\_, hereby certifies that he/she is \_\_\_\_\_ of the  
(owner, partner, or title of officer)

above named firm, and is familiar with the operations of the applicant and the facts set out above as to the amount of gross receipts and square footage and that they are true and correct according to the best of his/her knowledge, information and belief.

\_\_\_\_\_  
Signature

**Contact Person Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Contact Person Email Address:** \_\_\_\_\_

For City Use Only

Application and fee \$ \_\_\_\_\_ Received by \_\_\_\_\_ Check Number \_\_\_\_\_ Date \_\_\_\_\_

License issued by \_\_\_\_\_ Date \_\_\_\_\_ License # Issued \_\_\_\_\_

Notes:

In addition to merchants, the following specified service type businesses must report and pay fee on gross receipts basis, with the minimum fee being \$200.00:

- Beauty salons, barbershops and other grooming services
- Cable sales and services
- Car washes
- Catalogue sales
- Diet or nutrition counseling, food and related services
- Dry cleaners and laundry services
- Furniture sales and services
- Hotels and Motels
- Interior decorating sales/services
- Optical services
- Pet grooming and care services
- Photocopying or printing services
- Photography sales and services
- Service stations and service garages
- Travel agencies

City of Town and Country Ordinances authorize the City to audit books and records of establishments subject to license, and require such books and records to be kept in the City of Town and Country.

**No person, firm or corporation subject to City licensing ordinances shall commence operations without first applying for and obtaining a City license to conduct such activities.**

If you have more than one establishment in Town and Country each separate location is required to have a separate license. If your business conducts more than one business or operation at the same location, only one license is required but the license application must list all such businesses and operations and the license fee shall be the sum of the fees for all businesses and operations. If you sublease space to another business, that business must also obtain a city license.

**All applications mailed to the City must be signed and accompanied by the proper remittance and documentation.**

**Please keep a copy of your application for your records.**