



City of Raymore, Missouri
100 Municipal Circle • Raymore, MO 64083
Phone: 816-331-3324 • Fax: 816-331-8724

Occupational License Application

License expires December 31 of each year. Beginning February 1, a penalty will be added for each month the license is delinquent and business has been conducted in the City of Raymore. Fees are based on the date business begins operating in Raymore and is prorated beginning June 1:

\$100 – January to May, December	
\$95 – June	\$80 – September
\$90 – July	\$75 – October
\$85 – August	\$70 – November

Businesses Physically Located in Raymore, Please Include:

City Code Section 605.010(B)(2)

- If Sales Tax is collected, a No Tax Due Letter (Missouri Department of Revenue - 573-751-9268) OR Sales Tax number to authorize the City Clerk's office to look up the status online: _____
- Current Real Estate Tax Receipt (Cass County Collector's Office - 816-380-8377) If you lease, no receipt required
- Current Business Property Tax Receipt or letter of No Property Tax Due (Cass County Collector's Office - 816-380-8377)
- Professional Registration/License issued by the State of Missouri associated with your business

Business Owners who reside in Raymore, Please Include:

City Code Section 605.010(B)(2)

- Current Real Estate Tax Receipt (Cass County Collector's Office - 816-380-8377) If you lease, no receipt required.
- Current Personal Property Tax Receipt (Cass County Collector's Office - 816-380-8377)

Contractors and Sub-Contractors, Please Enclose:

City Code Section 605.025

- Certificate of Insurance showing General Liability and Workers Compensation Insurance (if the business has any employees other than the owner(s) of the business), and listing the City of Raymore as a Certificate Holder.
- NEW LICENSE:** CLASS A, B or C Contractors, Electricians, Plumbers and HVAC/Mechanical contractors: Proof of passing grade (70% or higher) on Certification Test; OR present a Contractor License issued by one of the following: Johnson County, KS, Independence, MO, Kansas City, MO, Lee's Summit, MO, St. Joseph, MO; OR hold a Bachelor's degree in a related field (Structural Engineering, Architecture, Construction Science, etc.) from an accredited college or university.
- RENEWAL LICENSE:** CLASS A, B or C Contractors, Electricians, Plumbers and HVAC/Mechanical contractors: Proof of at least eight (8) continuing education credits (CEUs) related to the trade for which the license was issued, completed within the last year. The Building Official is authorized to verify CEUs.
- Certificate of Erosion and Sediment Control Compliance for single and two-family dwelling contractors. Information is at www.raymore.com/stormwater or contact 816-892-3019.

Applicant Information

Name of Business (d/b/a)

Mailing Address

Physical Address (if different):

Mailing City, State, Zip

Physical City, State, Zip

Description of Business, Organization, Trade

Number of Employees, other than owner

Business Phone Number

Business Fax Number

Owner Name

Owner Address

Owner Phone Number

Owner City, State, Zip

Email Address

Store Front Businesses Located in Raymore: Please provide contact information for the Police Department in case of emergency events

Emergency Contact Name & Title	24-hour Phone Number
Emergency Contact Name & Title	24-hour Phone Number
Alarm Company Name	Alarm Company Phone Number
Alarm Coverage (i.e. motion, intrusion, anti-theft, etc)	

Applicant Certification

NOTICE TO ALL BUSINESS OWNERS IN THE CITY LIMITS OF RAYMORE: Verification of paid Missouri State Sales Tax (No-Tax Due Letter from the Missouri Department of Revenue) must be submitted with this application pursuant to Ordinance 29068.

NOTICE TO ALL RESIDENTS WITHIN THE CITY LIMITS OF RAYMORE: Verification of paid current taxes must be remitted with this application. All receipts will be returned. PURSUANT TO ORDINANCE 29068: "No license shall be issued to any applicant under this Chapter until all sales taxes, real and personal property taxes, utility fees, permit fees, inspection fees, or other financial obligations of the applicant to the City which are due and payable and are delinquent are paid or satisfied; provided that, this requirement shall not apply to any obligation which is contested by the applicant in good faith and resolution of which is being diligently pursued by such applicant."

NOTICE TO ALL CONTRACTORS, SUBCONTRACTORS, PLUMBING, MECHANICAL, AND ELECTRICAL CONTRACTORS: A License cannot be issued unless supporting documentation for the appropriate classification of contractor's license is on file in the City Clerk's Office.

NOTE - AS REQUIRED BY §287.061 RSMo. (1) any city which issues an occupational or business license for a contractor in the construction industry shall require a certificate of insurance for workers' compensation coverage or an affidavit signed by the applicant attesting that the contractor is exempt (2) any applicant who fails to comply with the provisions of subsection 1 of this section shall be denied such a license until he furnishes a certificate of insurance, (3) it is unlawful, pursuant to section 287.128, for any contractor to provide fraudulent information pursuant to this section, and (4) nothing in §287.061 shall be construed to create or constitute a liability to or a cause of action against a city or county in regard to the issuance of any license.

Federal Employer Identification # (or Business Owner SSN)	Missouri Retail Sales Tax License #
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Certification Statement

Issuance of this Occupational License does not ensure that the applicant is compliant with Raymore City Code. Applicants are urged to make their own inquiries to ensure legal compliance regarding these areas.

CERTIFICATION

I am authorized by the applicant to sign on his/her/its behalf and have read fully and completely this application and all laws or ordinances referred to herein. The information contained herein is true, correct, and complete to the best of my knowledge, information, and belief.

Signature of Principal Officer	Date
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