City of Raymore, Missouri Occupational License Application

100 Municipal Circle • Raymore, MO 64083
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The requirements for obtaining an Occupational License are outlined in Chapter 605 of the Raymore City Code. Licenses expire December 31 of each year. Beginning January 1, penalties will be added each month the license remains expired and business has been conducted in the City of Raymore. First-time license fees are based on the date business begins operating in Raymore and are discounted 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:

- ○ Current Business Property Tax Receipt or letter of No Property Tax Due (Cass County Collector's Office - 816-380-8377)
- ○ Current Real Estate Tax Receipt (Cass County Collector's Office - 816-380-8377) If you lease, no receipt required.
- ○ 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: _____
- ○ Professional Registration/License issued by the State of Missouri and/or Cass County associated with your business, if applicable.

Business Owners who reside in Raymore, Please Include:

- ○ 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 Include:

- ○ ***ALL CONTRACTORS AND SUB-CONTRACTORS:*** 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.
- ○ ***CLASS A, B, C Contractors, Electricians, Plumbers and HVAC/Mechanical contractors:***
  - *NEW LICENSE:* Proof of passing grade (70% or higher) on Certification Test; OR a valid Contractor License from Johnson County, KS; OR hold a Bachelor's degree in a field related to their license class from an accredited college or university.
  - *RENEWAL LICENSE:* Proof of at least eight (8) continuing education credits (CEUs) related to the trade for which the license was issued, completed within the last 12 months.
- ○ ***CLASS A, B and C Contractors:*** 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	If this is a new business located in Raymore, date of opening
Business Phone Number	Business Fax Number
Owner Name	Owner Address
Owner Phone Number	Owner City, State, Zip
Email Address	

Registered Agent Information (if owner is not responsible for business):	
Registered Agent Name	Phone Number
Registered Agent address	Registered Agent City, State, Zip
Registered Agent 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 Driver's License #)	Missouri Retail Sales Tax License #

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 their 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