

Introduction

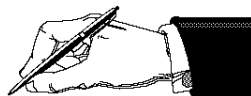
The Licensing Division of the Finance Department is responsible for assisting the public in obtaining the appropriate licenses for businesses which are operated in the City of Springfield. The purpose of this brochure is to give a general overview of the licensing process.

Who Needs a Business License?

Any person or company that sells tangible goods or that provides services in the City of Springfield should obtain a City license at least two weeks prior to beginning business. You may obtain the necessary application forms by calling **(417) 864-1617** or by visiting our office on the first floor of the Busch Municipal Building at 840 Boonville. Our office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Application Process

When you apply for a business license in our office, a request for zoning/building regulations approval will be completed along with the City license application. This applies to all businesses that will be located inside the city limits of Springfield. This form will be routed to the appropriate department for approval prior to licensing your business. If you have questions regarding the appropriate zoning for the



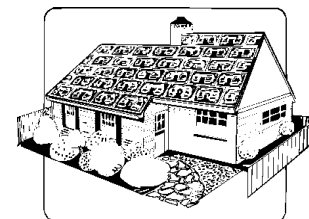
type of business you wish to conduct, you may contact **(417) 864-1055**; questions concerning fire code requirements may be directed to **(417) 864-1515**.

Those businesses which sell tangible items, including those which use parts to provide services, must provide our office with a copy of their Missouri Sales Tax License or sales tax exemption letter for their location in Springfield before the City license can be issued. Information relating to the Missouri Sales Tax License may be obtained by calling **(417) 895-6474**.

If your business involves food preparation or handling, a health permit must be obtained from the Springfield-Greene County Health Department. You may contact them regarding specific health requirements by calling **(417) 864-1424**.

License fees are due at the time of application. The license fee varies depending on the type of business you will be operating. Licenses are valid through the current calendar year and must be renewed by January 31 each year.

Rental Property Registration



Owners of rental property containing two or more units (duplexes, triplexes, apartment houses, rooming houses, fraternities and sororities) must register their property with our office. The registration and license fee for duplexes, triplexes and apartments is \$10 plus \$1 per unit; for rooming houses it is \$12 plus \$1 per person; for fraternities and sororities it is \$12.

Special Requirements

Several business license categories require special approvals before a license can be issued. These categories include: Liquor and beer sales, private detectives, escort services, liquidation sales, alarm sales and services, taxicabs, electrical contractors, plumbing contractors, gas fitters, mechanical/heating and air conditioning contractors, locksmiths, ambulances, house movers, refuse disposal areas, pawn brokers, salvage yards, trash haulers, day care facilities, and not-for-profit solicitations. If your business falls within any of the above categories, please contact our office concerning the special requirements which will be involved.



We hope that this brochure will be helpful to you as you begin business in Springfield. If at any time you change locations, business ownership or add additional business locations, you should contact our office for information relating to these changes.

How to Apply for a Business License

Bond and Insurance Requirements

These license categories require bonds and/or insurance before the license can be issued:

- Auction Houses • Coupon sales • Gas fitters
- Pest control services • Professional solicitors
- Plumbing contractors • Locksmiths
- Private detectives • Tree surgeons
- Trash haulers • House movers
- Refuse disposal areas • Taxicab companies
- Transient photographers • Electrical contractors
- Transient magazine and book solicitors
- Mechanical/heating and air conditioning contractors
- Automobile auctions, dealers, repossession agents and brokers



Proof of performance bond and/or liability insurance must be on file with our office prior to issuing the license. Please contact our office for bond and insurance limits for the particular type of business that you plan to operate.



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How To...

Apply for a Business License



If you are planning to open a business in Springfield, this brochure will give you a general overview of the process it takes to obtain a license.

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