



# CITY OF ASH GROVE – BUSINESS LICENCE

Ash Grove Municipal Code Chapter 605 Business Regulations

Application for Business License (July 1, 2024 - June 30, 2025)

Renewal Cost: \$25.00 due by June 30, 2024 (late fees apply July 1, 2024)

### ***Business Information***

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

Circle Type: Manufacturing      Distribution      Retail      Services      Contractor

Type of Products/Services offered: \_\_\_\_\_

Missouri Retail Sales Tax Number: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

### ***Mailing Address***

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### ***Physical Address***

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Alarm/Security System installed at this location (circle appropriate response): YES or NO

***Business Web Site Address (Optional)*** Complete only if you would like the business web site address included on the City’s web site): \_\_\_\_\_

### ***Emergency Contact***

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

### ***Business Owner(s)***

Name \_\_\_\_\_ Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Check List in order to receive your 2024-2025 Business License. Circle all that apply.

Please note you will **NOT** receive your Business License until all requirements are received.

- 1) Completed application
- 2) Cash, Check or Money Order in the amount of \$25.00 payable to the City of Ash Grove mailed to City of Ash Grove, P.O. Box 235, Ash Grove, MO 65604 or dropped off at City Hall (Monday thru Friday 8:00 – 5:00 p.m.) Checks payable to City of Ash Grove.  
***New Business Prorated amount are as follows:*** July, Aug, Sept =\$25; Oct, Nov, Dec =\$18.75; Jan, Feb, Mar =\$12.50; Apr, May, June =\$6.25  
***Late Fees:*** July 5%=\$1.25, August 10%=\$2.50, September 15%=\$3.75, October 20%=\$5.00, November 25%=\$6.25
- 3) Certificate of “No Tax Due” issued within 90 days of your application date (Section 605.020).  
Call State of Missouri Department of Revenue in Jefferson City (573) 751-9268 and ask them to fax a copy to Ash Grove City Hall (417) 751-3814.
- 4) Applicant must show proof that all personal and real estate taxes for the previous year have been paid. (Section 605.085)
- 5) Copy of Liability Insurance (Construction/Contractors or sub-contractors) under the MO Workers Compensation Law, Sec 287.061 RSMo, a contractor applying for a business license from a municipality must provide proof of insurance coverage with the City of Ash Grove as certificate holder or an affidavit or exemption form which has been developed by the Division of Workers Compensation in order to obtain a City license.

Please contact City Hall if you are planning any changes or improvements to your building or if you are putting up any signage as a permit may be required.

Office Personnel Signature \_\_\_\_\_ Date: \_\_\_\_\_

Business License Number Issued \_\_\_\_\_ Receipt Number \_\_\_\_\_