



Return to:
Office of the City Clerk
Attention: Debbie White
320 Broadway
Hannibal, MO 63401
Phone (573) 221-0111 ext. 221
Fax (573) 221-8191

Business License Application

Missouri Department of Revenue, Business Tax Bureau - Phone (573) 751-5860

License Number: Fee: Date:

BUSINESS INFORMATION

Name of Business Missouri Sales Tax I.D #
Address/Location of Business Mailing Address
Business Phone Number Fax Number
Type and/or Nature of Business (in detail)

APPLICANT INFORMATION

Name of Applicant Phone Number
Social Security Number Driver's License Number
Applicant is Owner Manager Agent Home Address
City State Zip Code

I hereby certify that all information provided above is true and accurate and that I do not and will not knowingly employ a person who is an unauthorized alien in connection with the business for which the permit or license has been obtained.

Signature: Date:

State of

County of

On this day of , 20 before me personally appeared

known to me to be the individual described in and who executed the foregoing instrument and knowledge to me that he executed the same.

My Commission Expires

Notary Public

**Building Department Inspection**  
573-221-0111 ext. 205

Approved

Disapproved

N/A

Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Street Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handicap Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handicap Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handicap Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building, Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of Salon Chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of Tanning Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complies W/H1 Dist Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Final Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Department Inspection**  
573-221-0657

Approved

Disapproved

N/A

Exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit Sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Final Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

**Marion County Health Department Information**  
573-221-1166

Premises Meets the Requirements of the Marion County Health Department.

Final Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

**REMINDER:**

**Two forms of ID are required to meet State requirements which mandate the City's attempt to verify citizenship. Acceptable documents are Birth Certificate, Driver's License, Social Security Card, or Passport.**

# **ATTENTION:**

## ***BUSINESSES SELLING GOODS AT RETAIL SALES:***

New requirements as of January 1, 2009 as a directive from the State of Missouri, State Statutes (Section 144.083.2 & 144.083.4 RSMo) reads as follows:

The possession of a statement from the department of revenue stating no tax is due shall also be a prerequisite to the issuance or renewal of any city business license required for conducting business where goods are sold at retail. The statement of no tax due shall be dated no longer than ninety (90) days before the date of the renewal of the city license.

You may access this information on the DOR's Web site, seven days a week, 24 hours a day.

You will need your Missouri Tax Identification Number and Pin (the Dept. of Revenue has already assigned the PIN # and it can be found on the front of your return or voucher book.)

Go to: [www.dor.mo.gov](http://www.dor.mo.gov)  
Scroll down to under "What's New"  
Click on \*On-Line License No Tax Due Information  
Log into on-line License No Tax Due System  
Choose \*Business Owner/Tax Payer

You will be able to print your own Statement of NO Tax Due to use when obtaining or renewing your business license.

NOTE\*\*\*\*If your business does not make retail sales, you are not required to present a statement of no tax due to obtain or renew your license.

If you have any questions, please contact:

Missouri Department of Revenue  
Taxation Division  
816-889-2944