



Business License Application Information/Instructions

Thank you for choosing to do business in the City of Waynesville. Below is a checklist of items that may be required as part of your application.

IMPORTANT NOTE – According to City ordinances, it is unlawful to operate a business before receiving your Business License. Applicants should allow no less than seven (7) days for processing. A Business ID number will be issued to every business who applies for a license. This number shall be separate from the license number that will be assigned when the application is turned in and approved.

- Complete the attached Business License application form and return to City Hall with your payment and any other necessary documents.** Also, if your business will be selling alcoholic beverages, you will need to apply for the proper Liquor License as well.
- If you will be operating the business out of your home, please complete the **Home-Based Business Questionnaire** and submit with your Business License application form.
- If you will be operating as a **Contractor or Sub-contractor**, along with the proper application, you must provide a copy of your current Workers' Compensation Liability certificate. If you are the sole employee, then you may complete the Missouri Affidavit of Exemption Form. The form is available online at our website or at www.labor.mo.gov, and must be notarized. You must also submit a copy of your State License, if applicable.
- If you collect any sales tax, you must provide your Missouri Tax Identification Number and a copy of your current (within 90 days of the application date) Missouri "No Tax Due" statement. Contact the Missouri Department of Revenue at www.dor.mo.gov/business for more information.
- If you will be selling or providing any food services, you will need to contact the Pulaski County Health Department at (573) 736-2217 in order to have your business inspected. Also, depending on the type of service provided, additional permitting may be required.
- If you are a new commercial business with a physical location inside the Waynesville City limits and you will be remodeling your business location and/or putting up a sign for your business, etc., you will need to contact our Building Department Official to determine if additional permitting will be required.

If you have any questions regarding the items listed above, please contact the City Clerk at (573) 774-6171 or by email at mbrown@waynesvillemo.org.

Business License Fees

License/Permit Type	Annual Fee
Road Side Vendor – Fresh Produce – Temporary/Seasonal permit	\$25.00 per season
Peddlers, Solicitors and Canvassers	\$25.00 per day
Vehicle for Hire* - Taxi Cab, TNC Companies, Limousine Services,	\$100.00 plus \$10.00 per vehicle
Vehicle for Hire – Drivers – Taxi Cab, Limousines or any person desiring to be physically in charge of, operate or drive a Vehicle for Hire for the purposes of transporting people and their property. (Excludes TNC drivers (UBER, Lyft, etc.)	\$30.00
Home-Based Business – Sewing, Home Crafts, Day-Cares, Beauty Parlors, Music/Tutoring/Art Teachers, Painting/Sculpting/Writing, Home Offices (such as lawyer, accountants, etc.)	\$40.00
Services – Hair Salons, Bookkeeping, Filling/Service Station, Auto Repair, Insurance Agencies, Laundromat, Moving & Storage Companies, Photography, Printing & Publishing, Rental Agencies, Real Estate Agency, Sewing/Tailor/Dry Cleaning Shop, Home Repair, etc.	\$50.00
Retail – Clothing Shop, Boutiques, Gift Shop, Furniture Store, Jewelry, Hardware, Drug Store, Novelty Store, Shoe Store, Floral Shop, department store, etc.	\$50.00
Banks & Financial Services	\$75.00
Food & Beverage* – Restaurants, Cafes, Tavern, Bakeries, Ice cream	\$50.00
Lawn and Landscaping Services	\$50.00 Lawn & Leaf Dump Permit: \$300.00/yr
Construction Installation and Repair – Electrical (including solar), plumbing, liquid petroleum or natural gas, HVAC, Masonry, Concrete, etc.	\$50.00
Entertainment* – Bowling Alley, Pool Hall, Fortune Telling, Movie Theater, Shooting/Axe Throwing, Skating Rink, Arcades, etc.	\$75.00
Body Modification Operator – Tattoo, Body Piercing, Branding, Scarification, Dermal Procedures, etc.	\$50.00
Hotels and Motels	Base Rate - \$75.00 Per Unit - \$1.00
Retail Food & Grocery – Grocery Store, Meat Market, Dry Goods, Frozen Foods	\$100.00
Bed & Breakfasts, AirBNB, VRBO* – Must pass City Building Inspection and other requirements if serving food.	\$75.00
Traveling Shows – Circus, carnival, rodeo, fairs, etc.	Per Day \$250.00
Fireworks Stand – Temporary Seasonal License	\$50.00
Mobile Food Vendors, etc.	Food Cart: \$30.00 ½ ton to 1½ ton: \$50.00 1½ ton and over: \$75.00
General Contractor – Any subcontractor working for your business will be licensed through the City. Any contractor found using subcontractors without a license may receive a Notice to Cease Operations until all sub-contractors are licensed.	General License \$150.00
Body Modification Studios – Tattoo, Body Piercing, Branding, Scarification, etc. (Does not include standard ear piercing with a piercing gun)	General License: \$250 Additional: \$10.00 per Operator
Solid Waste Management – Includes residential and commercial services*	License \$100.00
	Regular Collection Vehicle \$25.00 per/truck Special Collection Vehicle \$50.00 per/truck Mobile Waste Container (Roll-offs) \$15.00 per/container



City of Waynesville

Economic Development

Business License Application

OFFICE USE ONLY	
Date Approved:	Initials:
Fee: \$	License No.

Please answer all questions completely. Incomplete and unsigned applications will delay processing.

All business licenses expire on December 31st and must be renewed prior to that date.

New Application	Change of Owner	Change of Business Name
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Business Information

Corporation
 Partnership
 Sole Proprietor
 Trust
 LLC
 Ltd Partnership

Business Name _____ DBA Name (if different) _____

Business Address (No PO Boxes) _____ City/St/Zip _____ Number of Employees _____
(does not include owner)

Mailing Address (if different from above) _____ Business Phone Number _____

Email _____ State Sales Tax ID _____

<input type="checkbox"/> Retail	<input type="checkbox"/> Service	<input type="checkbox"/> Service/Delivery	<input type="checkbox"/> Professional	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Warehouse/Manufacturing
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Peddlers/Solicitors	<input type="checkbox"/> General Contractor	<input type="checkbox"/> Subcontractor	

Is your business located within the city limits of Waynesville? Yes No Opening Date _____

Description of Business (if Contractor note services performed) _____

Professional Information

State License No _____ License Type _____ Expiration Date _____

Is your business registered with the Missouri Secretary of State's Office? Yes No Registry No _____

Owner(s) Information

Owner Name _____ Title _____ Phone _____

Address _____ City/State/Zip _____

Owner Name _____ Title _____ Phone _____

Address _____ City/State/Zip _____

Name of Manager _____ Contact Phone _____

Additional Permitting

Does your business offer retail sales of alcohol? Yes No Type _____

State License No _____ Please attach a copy of your state license to this application.

By signing below, you certify that the information given in this application is true to the best of your knowledge and belief and that the license is non-transferable.

Signature of Applicant _____ Printed Name _____

Title _____ Date _____



CITY OF WAYNESVILLE

Emergency Contact Information

Business/Residential Alarm Information

Please fill out this form if you would like the Police Department to have your security information on file in case of theft, illegal entry or other crime(s) that may be committed at the location of your business:

Alarm System: Yes No Video Surveillance System Yes No

If you answered yes to either question above, please complete the fields below.

Date _____

BUSINESS/RESIDENCE NAME _____

PHYSICAL ADDRESS _____

PHONE _____ FAX _____

EMAIL _____

OWNER'S NAME _____ OWNER'S PHONE _____

NORMAL HOURS _____

BELOW, PLEASE CHECK AND ANSWER ALL QUESTIONS THAT APPLY TO YOUR BUSINESS/RESIDENCE:

BUSINESS TYPE OF BUSINESS _____ ALARM CO. PHONE _____

RESIDENCE # OF RESIDENTS _____ ALARM CO. PHONE _____

(ADVISE ALARM COMPANIES TO CALL 573-774-2414 FOR POLICE DURING DAYTIME HOURS)

Video Surveillance System Interior Only Exterior Only Interior & Exterior

BELOW, LIST AT LEAST THREE KEYHOLDERS RESPONSIBLE FOR RESPONDING AFTER BUSINESS/RESIDENCE HOURS:
(Please fill out all fields for contacts)

Name	Address	24-7 Phone	Title

VOLUNTARY CONSENT TO SEARCH PREMISES:

Upon responding to an alarm/call/observance of an open door-window, or other evidence of unauthorized entrance at the above listed business/residence, I give my consent as owner, operator or agent of said business for the Waynesville Police Department to enter the above business and search for intruders or evidence of unlawful entry. THIS WRITTEN PERMISSION IS BEING GIVEN TO THE WAYNESVILLE POLICE DEPARTMENT KNOWINGLY, VOLUNTARILY AND WITHOUT THREATS OR PROMISES OF ANY KIND AFTER BEING MADE FULLY AWARE OF THE CONSTITUTIONAL RIGHT TO NOT HAVE A SEARCH MADE OF SAID BUSINESS.

I consent to search I do not wish to consent

SIGNATURE _____ TITLE _____ DATE _____