



CITY OF MANCHESTER
SERVICE LICENSE APPLICATION
FOR THE YEAR MAY 1, 2021 TO APRIL 30, 2022

A. Name of Business \_\_\_\_\_

B. Telephone Number : \_\_\_\_\_ (circle one - store, corporate or personal)

C. Secondary Number: \_\_\_\_\_ (circle one - store, corporate or personal)

D. Business Email: \_\_\_\_\_

\*Check box in order to opt out of receiving City updates

E. Business Physical Address \_\_\_\_\_ Manchester, MO

Corporate Address \_\_\_\_\_

Check which address the 2022 renewal reminder letter should be sent to:  Business Address  Corporate Address

\*City of Manchester will not be responsible for any delays in the application process due to incorrect mailing address.

F. Business commenced operating in Manchester: (year) \_\_\_\_\_

G. Number of Employees \_\_\_\_\_

H. Business Owned by: Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corp. \_\_\_\_\_ Other \_\_\_\_\_

I. Nature of Business (Describe) \_\_\_\_\_

J. Business Website Address: \_\_\_\_\_

K. Owner's Information:

Table with 2 columns and 2 rows for owner information. Row 1: Primary Owner Name, Email Address, Mailing Address. Row 2: Secondary Owner Name, Email Address, Mailing Address.

ITEMS NEEDED TO RECEIVE AN ANNUAL SERVICE LICENSE:

- ANNUAL FIRE INSPECTION FROM WEST CO. EMS OR VALLEY PARK FIRE
EMERGENCY CONTACT FORM (COMPLETE)
APPLICATION (COMPLETE - LEGIBLE)
LICENSE FEE PAYMENT IN FORM OF CASH, CHECK, OR MAJOR CREDIT CARD
LETTER OF NO TAX DUE COMPLIANCE (For businesses that report Sales Tax) - You may visit http://dor.mo.gov, call (573) 751-9268, or e-mail taxclearance@dor.mo.gov for information

THE LICENSE IS RENEWABLE EACH MARCH AND DELINQUENT AFTER APRIL 15 OF EACH YEAR

## SERVICE LICENSE APPLICATION

**Total Square Footage of Business Premises:** \_\_\_\_\_  
 (The City will use previous square footage calculations unless documentation proves otherwise.)  
 Call City Hall to verify if uncertain – 636-227-1385

Square Footage		Rate	License Fee
Up to 1,000		\$50.00 base amount	<b>\$ 50.00</b>
Over first 1,000		Add to base amount \$.10 for each square foot over 1,000	\$
Penalty - for failure to pay fee by May 1st *Penalty- \$25 plus 10% for each month	\$	→ → → → →	\$
Total License Fee Due for 2021 (total lines 1-3)	→ → →	→ → → → →	\$

*Please note: Your business license cannot be renewed until **all completed paperwork and payment in full is received.***

**City of Manchester**  
 Attn: Business License  
 14318 Manchester Road  
 Manchester, MO 63011

Phone: 636-227-1385 x 103 or x 105  
[businesslicense@manchestermo.gov](mailto:businesslicense@manchestermo.gov)

**TO BE COMPLETED BY CITY HALL:**

License Fee Amount Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Completed by: \_\_\_\_\_

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**DELINQUENT** AFTER **APRIL 15** OF EACH YEAR