



Business License Check List

For Service Based Business

- Completed Application
- Application Fee
- Completed Certificate of Occupancy Application
- Copy of Owner's Driver's License

Business License Check List

For Retail Sales Business

- Completed Application
- Application Fee
- Completed Certificate of Occupancy Application
- Copy of Owner's Driver's License
- Missouri Retail Sales Certificate
- A No Tax Due Letter from the State of Missouri
- Health Inspection (if selling food)
- Home Occupancy Permit (If operating out of your home)

Business License Check List

For Construction Business

- Completed Application
- Application Fee
- Copy of Owner's Driver's License
- Certification Application (Plumbing, Electrician, or HVAC)
- Certification Fees
- Workers' Compensation Certificate or a notarized Exception form
- Completed Certification of Occupancy Application (if you have a store front in City Limits.)

If you are doing any Plumbing, Electrical or HVAC you must be certified with the City of West Plains. You will be required to complete the application and pay the testing and certification fees. You must provide a copy of your WORKERS' COMPENSATION INSURANCE. If your business is a Construction company and will employ one or more, then you must provide the proof of Workers' Compensation Insurance. If you do not employ one or more, then an Exemption form must be signed and kept on file with City Hall.

If you have any questions, please feel free to contact Janna Myracle at (417) 256-7176.