



Dear Business Owner,

Thank you for choosing to operate your retail/sales business in West Plains! We're glad to have you as a member of our community. Whether you are getting a new license or renewing an existing one, please complete the enclosed application in its entirety. Listed below is a checklist of the required materials and fee(s).

- Completed Retail/Sales Business License Application and fee (\$30.00)
- Missouri Retail Sales Certificate
- A No Tax Due letter from the State of Missouri  
(contact the Taxation Division at 573-751-9268 or [taxclearance@dor.mo.gov](mailto:taxclearance@dor.mo.gov) for questions)
- Completed Occupancy Application and fee (\$25.00) **ONLY IF** you:
  - 1) operate a food truck
  - 2) are new and your business is in a commercial building in the city limits of West Plains, or
  - 3) if you are an existing business and you have moved to a new commercial location in the city limits within the past year
- Completed Health Inspection from Howell County **ONLY IF** you plan to sell prepared food at your business or operate a food truck  
(contact the Howell County Health Department at 417.256.7078 to obtain)
- A Liquor License Application and fee(s) as well as Missouri State Highway Patrol Request for Criminal Record Check **ONLY IF** you plan to serve alcohol or sell packaged liquor at your business
- Home Occupation Questionnaire **ONLY IF** you plan to operate your business out of your home

We cannot issue your license until all application materials and fees have been submitted, and the occupancy inspection (if required) has been completed. Make checks payable to City of West Plains. For any questions, contact the city clerk's office at 417-256-7176, ext. 2235 or [kellie.mayers@westplains.gov](mailto:kellie.mayers@westplains.gov).

Good luck with your business!

Sincerely,

Kellie Mayers  
City Clerk



## Retail/Sales Business License Application

New       Renewal

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Business Name MO Retail Sales Tax I.D. (8 digits)

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Business Street Address City State Zip

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Owner's Name Primary Phone Email Address

*An occupancy inspection is required for any store front located in West Plains city limits. If this is a new business or you have moved, please return the Occupancy Application and fee (\$25.00).*

### Mailing Address (if different than above)

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Mailing/Corporate Address City State Zip

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Corporate Contact Name Phone Number Corporate Email Address

**Do you plan to sell prepared food?**     No       Yes (Howell County Health Department inspection attached)

**Will you sell alcohol or serve packaged liquor?**     No       Yes (Liquor License application and MSHP Request for Criminal Record Check)

**Is this a home occupation?**     No       Yes (Home Occupation Questionnaire attached)



City of West Plains  
City Clerk's Office  
1910 Holiday Lane  
West Plains, Mo.  
417.256.7176, ext. 2235

**Applicant Information and Signature**

*I declare, under penalty of perjury, that this application has been examined by me and that the statements herein are made in good faith pursuant to the City of West Plains' tax regulations and, to the best of my knowledge and belief, are true, correct, and complete.*

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Applicant Signature

Printed Name

Date

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Social Security # (last 4 digits only)

Date of Birth

Driver License # and State

**For Office Use Only**

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Approved By

Amount Paid

Paid Date

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Business License Number

Effective Date

Expiration Date