





## CITY OF UNION

10 E. Locust Street • Union, MO 63084 • Ph (636) 583-3600

# BUSINESS LICENSE INSTRUCTIONS

In accordance with Ordinance #3442, no person, partnership, or corporation shall engage in any occupation, business, or calling, including building contractors and subcontractors of all types, unless he shall first obtain a license to conduct said business. This shall include any retail, wholesale, or manufacturer selling goods or services to the community as a whole or to other businesses as well as professional occupations except those occupations, which are specifically excluded by virtue of RSMo 71.620. A copy of Ordinance #3442 may be obtained by request. All City of Union Business Licenses application fees are \$50.00 (non-refundable), renewable before May 1<sup>st</sup> each year at \$30.00. If not renewed by May 1<sup>st</sup> of each year a \$20.00 penalty fee will apply. Multiple locations require multiple licenses.

### GENERAL INSTRUCTIONS:

1. License application fee is \$50.00. Checks should be made payable to "City of Union". Acceptance of a license fee does not constitute approval of a business license. Authorization to conduct business is not granted until issuance of license.
2. The City of Union Building Department must certify that the Business meets City Zoning and Building Codes. Your location may require a physical inspection prior to certification.
3. If the nature of your business is "child-related" as designated by the Union Police Department, background check(s) must be performed in accordance with the Union Code of Ordinances.
4. If you maintain a physical location in Union, your business license will not be issued without a copy of your Fire Code Occupancy Permit. To obtain this permit, contact the Union Fire Marshall at 636-583-2515. The Union Fire Marshall's office is located at 1401 W. Springfield Ave. in Union.
5. If you are a contractor in the construction industry, you must supply a current Certificate of Insurance showing Workers Compensation coverage --or -- A completed notarized Affidavit of Exemption. This form WC-134 is available from the Missouri Department of Labor and Industrial Relations, Division of Workers Compensation, 573-731-4231, [www.dolir.mo.gov](http://www.dolir.mo.gov).
6. If you sell at retail, you are required to submit a copy of your State of Missouri Sales Tax License. This may be obtained at the Missouri Department of Revenue 573-751-5860, <http://dor.mo.gov/>.
7. Any business that requires Franklin County Department of Health inspection, i.e. Food Services, Accommodations, Child Care Facilities, etc. must supply a copy of their applicable license and/or inspection report.
8. If you are operating a "taxicab" you must supply proof of insurance per the requirements set forth in Section 620.020 of the Union Code of Ordinances.

### APPLICATION INSTRUCTIONS:

**Business Name (DBA):** Name of business, or (Doing Business As). Names over 30 characters in length will be abbreviated on the actual business license issued. The business name must be registered with the Missouri Secretary of State.

**Business Location:** Property address within Union city limits. Do not enter a PO Box. If you are a contractor, your property location will be listed as "CITY OF UNION OPER" on your business license.

**Mail Address:** Mailing address only if different than your property address. You should include the name of the person responsible for licensing your business if different than the owner.

**Business Phone:** Phone numbers of your place of business.

**Email Address:** Email for purpose of reminders and notices regarding your business license.

**Website Address:** Your website address may be shared in an online directory of City of Union businesses.

**Nature of Business:** Concise description of your business activities (will be included on your license). **Type of Business:** The categories listed are in accordance with Industry classifications in the NAICS code.

**Federal Taxpayer ID#:** List your 9-digit Federal Taxpayer ID# or if you are an individual your 9-digit social security number.

**Missouri Sales Tax I.D. #:** If you are a retailer, you MUST enter your Missouri Sales Tax ID# and supply a copy of your Missouri Sales Tax License.

**Number of Employees:** This information assists the City of Union Economic Development department in analyzing demographics.

**Legal Name of Owners:** If a Corporation or Partnership you may attach a copy of your current Annual Registration with the Missouri Secretary of State's Office.

**Business Manager's Name:** List the name of the person managing the business at the Union location if different than the owner.

### CONTACTS:

Business License Dept (City Hall) • 636-583-3600  
or email [wparsons@unionmissouri.org](mailto:wparsons@unionmissouri.org)  
Building Department (City Hall, west entrance) • 636-583-1805  
Union Police Department, 119 S. Church Street • 636-583-3700

Union Fire Marshall, 1401 W. Springfield Ave • 636-583-2515  
Missouri Department of Revenue • 573-751-5860  
Franklin County Dept of Health, 414 E. Main St • 636-583-7300

*Thank you for doing business in the City of Union!*