



City of Cape Girardeau

401 INDEPENDENCE
P O BOX 617
CAPE GIRARDEAU MO 63702
PH: 573-339-6322 FAX: 573-339-6306



APPLICATION FOR BUSINESS LICENSE

NAME OF BUSINESS _____
BUSINESS ADDRESS _____
MAILING ADDRESS _____
BUSINESS PHONE NUMBER _____
NAME OF OWNER _____
ADDRESS _____
MANAGING OFFICER _____
MANAGING OFFICER'S ADDRESS _____
MANAGING OFFICER'S DATE OF BIRTH _____ PHONE _____
MANAGING OFFICER'S DRIVERS LIC _____ SSN# _____

SALES TAX NO. _____ (Please attach a copy of your Missouri Sales Tax if selling goods at retail along with a "no sales tax due" letter from the Department of Revenue)

TYPE OF BUSINESS: (mark all that applies) WHOLESALE _____ RETAIL _____
RESTAURANT _____ HOTEL/MOTEL _____ OTHER _____

WILL FOOD BE SOLD _____ (circle one) PREPARED FOOD - PRE-PACKAGED
WILL YOU HAVE POOL TABLES? _____ WILL YOU HAVE VIDEO GAMES? _____

BRIEF DESCRIPTION OF BUSINESS ACTIVITY _____

IF BUSINESS WAS PURCHASED, PREVIOUS NAME OF BUSINESS AND OWNER _____

LIST ANY OTHER COMPANIES YOU ARE AFFILIATED WITH _____

IN WHAT OTHER CITY(S) HAVE YOU OPERATED AND UNDER WHAT NAME? _____

ANTICIPATED OPENING DATE _____ IF ALREADY OPENED, WHEN? _____

I HEREBY GIVE MY CONSENT TO A PRE-LICENSE INSPECTION AND SUBSEQUENT ANNUAL INSPECTIONS OF THE ABOVE DESCRIBED PREMISES BY THE CITY INSPECTOR AND TO A PERIODIC AUDIT OF MY FINANCIAL RECORDS BY THE FINANCE DEPARTMENT. I ALSO CERTIFY THAT THE BUSINESS WILL BE OPERATED AS SHOWN ABOVE AND THAT ANY PROPOSED DEVIATION FROM THE INFORMATION FURNISHED ABOVE WILL BE FIRST REVIEWED WITH THE FINANCE DEPARTMENT. I HAVE READ THE ATTACHMENT AND UNDERSTAND THE INFORMATION.

RETURN APPLICATION TO:
CITY OF CAPE GIRARDEAU
P O BOX 617
CAPE GIRARDEAU MO 63702-0617

SIGNATURE OF APPLICANT DATE

DO NOT WRITE BELOW THIS LINE

TYPE OF LICENSE _____ DATE RECEIVED _____

RECEIPT # _____ AMOUNT PAID \$ _____ DATE PAID _____



City of Cape Girardeau Customer Service Office

401 Independence, P.O. Box 617
Cape Girardeau Missouri 63702-0617



Phone (573) 339-6322 Fax (573) 339-6306

NAME OF APPLICANT _____

D/B/A _____

ADDRESS OF APPLICANT _____

PHONE NUMBER OF APPLICANT _____

1. Please list the name(s) of any firms, partnerships, joint ventures, associations, corporations, organizations or entities of any kind in which the applicant(s) holds any stock, title, or other ownership or controlling interest and the amount of interest held in percentage amount. This should include any that are delinquent on any or all taxes, fees, or accounts owed to the City.

<u>Name</u>	<u>Type of Ownership Interest</u>	<u>Percentage Held</u>

2. Please list the name(s) of any firms, partnerships, joint ventures, associations, corporations, organizations or entities of any kind which hold any stock, title, or other ownership or controlling interest in the applicant(s), and the amount of interest held in percentage amount. This should include any that are delinquent on any or all taxes, fees, or accounts owed to the City.

<u>Name</u>	<u>Type of Ownership Interest</u>	<u>Percentage Held</u>

CITY OF CAPE GIRARDEAU

BUSINESS LICENSE INFORMATION

BUSINESS LICENSE

Each business in the City of Cape Girardeau is required to have a city license and must renew the license each year in January. Business licenses are not transferable and each license issued covers only one business in one location; multiple locations require separate licenses.

Application for a business license may be obtained through Customer Service at City Hall, located at 401 Independence St. or on-line at www.cityofcapegirardeau.org. Inquiries may be directed to Customer Service at 573-339-6322.

All businesses subject to sales tax must present a copy of a Missouri Retail Sales License along with the business license application which contains their Missouri Tax Identification Number and specifies registration inside the city limits of Cape Girardeau. This license may be obtained through the local Missouri Department of Revenue office located at : 3102 Blattner Dr., Suite 102, Cape Girardeau, Mo., 63702; tel # 573 290-5845.

Renewal for flat rate businesses is the same as the original application cost unless the business tax is calculated on a volume basis (such as manufacturer, wholesaler, barbershop, or taxi service) and the volume has increased.

CHANGES IN BUSINESS

If a change in operations for any business is made, contact must be made with Customer Service to obtain appropriate paperwork. Changes include closing, selling, moving locations, changing managing officer, or significant change in the nature of the business being operated.

HOTEL / MOTEL AND RESTAURANT

A license tax is levied on hotels and motels in an amount equal to four per cent (4%) of gross receipts derived from transient guests for sleeping accommodations. Gross receipts shall include sales tax. Hotel / Motel means any structure, or building, under one (1) management, which contains a room or rooms furnished for the accommodation or lodging of guests, with or without meals being provided, and kept, used maintained, advertised or held out to the public as a place where sleeping accommodations are sought for pay or compensation to transient guests (31 days or less) or permanent guests.

Restaurants are levied a tax in an amount equal to one per cent (1%) of gross receipts. Gross receipts is based upon the applicable revenue received by the licensee and not on the basic charge made to the customer by the licensee. For example: gross receipts shall include all sales tax. Restaurant means any inn or establishment that prepares food. Prepared shall include cooked, mixed, heated assembled, at least in part, or served, and shall also include the dispensing of drinks from a fountain.

This license tax shall be in addition to all other license taxes, which are applicable to hotels, motels and restaurants. This tax is paid on a monthly basis.

LIQUOR LICENSE

All applications for liquor licenses must be submitted on the proper forms to the City Manager through the Customer Service office. All liquor license applicants are subject to a background investigation, as well as standard inspections by city, fire and health departments. Once inspections are conducted and approved, the application goes before the City Council for final approval.

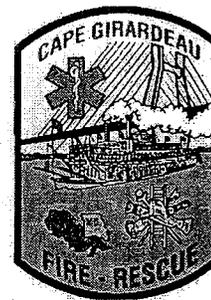
Liquor licenses are renewed annually in May and are in effect for 12 months from June 30th of each year.

There is a special license required to sell intoxicating liquor at retail on Sundays during specified hours.

Sales of intoxicating liquor is prohibited within 200 feet of any school, church, or other building regularly used as a place of worship.

Cape Girardeau Fire Department

Fire Prevention & Inspections
1 South Sprigg Street
Cape Girardeau, Missouri 63703
Fax 573-339-6318
BC Shaffer 339-6794
CA Welker 339-6795
www.cityofcapegirardeau.org



*Protecting the Quality of Life
in our community.*

Applicants Guideline for Business License And Liquor License Renewal

Anyone interested in operating and conducting a business function within city limits of Cape Girardeau MO, or transferring their present business license to a new address, **shall** contact the Cape Girardeau Fire Department for a business inspection. All businesses operating in the City of Cape Girardeau must meet the current City Code of Ordinances and the International Fire, Building, Mechanical, and Plumbing Codes that the City has adopted to ensure minimum public safety standards.

The following is a guideline of the basic minimal requirements most often encountered in local structures. **This list may not cover all of the Code requirements** necessitated by a particular type of occupancy, or operation, and the structure within which the business is planning to operate.

1. Addresses for the structure shall be posted on the front and rear of the building, be 6 inches in height, be in a contrasting color, and be visible and easily legible from the street. **NO** black numbers on glass.
2. Illuminated exit signs, with battery back-up, shall be provided above each required exit when two or more exits are required.
3. Emergency egress lighting may be required in certain occupancies.
4. All hallways, stairwells, doorways, fire escape landings, and exit ways shall be kept free of storage or other obstructions.
5. Property areas shall be kept free of excessive dry vegetation and combustible waste.
6. Extension cords shall not be used in place of permanent and approved wiring.
7. Multiple electrical outlet devices (strip cords) must be equipped with overload/breaker protection switches.
8. Open breaker spaces and voids in electrical panels or fuse panels shall have the proper void cover installed. No open junction boxes in the electrical wiring.
9. Provide and maintain at least 3 foot minimal clearance around any electrical panel, fuse box, service electrical panel and water heater.
10. Repair any cracks, holes, or openings in walls or ceilings in order to maintain a fire and smoke restive condition in the structure.
11. All occupancies shall have a minimum of one of the 2A/10BC rated fire extinguisher for the area of operations. Additional fire extinguishers, or different sizes and/or ratings, may be required after the inspection of the structure and its contents.

12. Fire extinguishers are required to be serviced once a year by a trained and licensed agency.
13. Fire extinguishers shall be located as close as possible to the exit doorways. The fire extinguisher bracket shall be installed at a height of not more than 44 inches measured from the floor level to the top of the bracket. The clearance between the floor and the bottom of the installed hand-held extinguisher shall not be less than 4 inches. The fire extinguisher shall be accessible at all times.
14. Buildings with fire sprinkler suppression systems and/or standpipe systems shall have the systems recertified on a yearly basis by a licensed agency. The re-certification information is forwarded to the Fire Department Inspections Division.
15. Restaurants that contain fixed hoods with fire suppression systems shall have the system inspected and certified for proper operation every 6 months by a licensed agency. Hoods and ducts shall be cleaned, at a minimum, every 6 months. Some types of cooking operations will require cleaning of these units on a more frequent basis.
16. In assembly occupancies, occupancy load limit signage shall be posted near the entrance way. Install the signage in a frame and secure to the wall if necessary to prevent vandalism.
17. Ensure that all doors for exiting are easy to open and operational. No barrel bolts are allowed on doors. If the occupancy is over 100 in assembly occupancies, panic hardware is required.