



GENERAL BUSINESS LICENSE APPLICATION
CITY of CAPE GIRARDEAU

Date Submitted:

CUSTOMER SERVICE OFFICE, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703, 573-339-6322

Business Name		Owner's Full Name (First, Middle, Last)	
Physical Address		Owner's Address	
Mailing Address		City, State, Zip	
City, State, Zip		Email Address	
Primary Telephone	Other Telephone	Fax Number	Date of Birth
Sales Tax Number		Driver License Number	Social Security Number
<i>(Attach a copy of the Missouri Sales Tax if selling goods at retail along with a "no sales tax due" letter from the Department of Revenue)</i>		Business Open Date	
		If business was purchased, list previous business and owner's names:	
Type of Business	Food Sales		
Wholesale	Prepared		
Restaurant	Packaged		
Hotel/Motel	None		
Other _____			
		Number of pool tables: <i>(Owned, not rented)</i>	Number of video game machines? <i>(Owned, not rented)</i>

Describe business activity:

What other businesses do you have in Cape Girardeau?

In what other cities have you operated and under what name(s)?

Name, address and phone number of partners or officers, and ownership percentage: *(Attach a separate sheet if needed)*

<i>Name</i>	<i>Address</i>	<i>Phone</i>	<i>Percentage Held</i>

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.

IN ADDITION, APPLICANT UNDERSTANDS THAT ANY FALSE STATEMENT CONTAINED IN THIS APPLICATION MAY RESULT IN PROSECUTION UNDER THE CODE OF ORDINANCES FOR THE CITY OF CAPE GIRARDEAU, MISSOURI, AND/OR STATE LAW.

**RETURN APPLICATION TO:
CITY OF CAPE GIRARDEAU**

P. O. BOX 617

CAPE GIRARDEAU MO 63702-0617

Applicant's Signature

Date

BUSINESS LICENSE TERMS: 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. 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. Also, any business that is selling items at retail needs to submit a "no sales tax due" letter from the Department of Revenue. This information may be obtained through the local Missouri Department of Revenue office: 3102 Blattner Drive, Suite 102, Cape Girardeau, Mo., 63703; 573-290-5850. 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. 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. A license tax is levied on hotels and motels in an amount equal to four percent (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 percent (1%) of gross receipts. Gross receipts are 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. 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. Liquor licenses are renewed annually in May and are in effect for 12 months from June 30 of each year. There is a special license required to sell intoxicating liquor at retail on Sundays during specified hours. Sales of intoxicating liquor are prohibited within 200 feet of any school, church, or other building regularly used as a place of worship.

OFFICE USE ONLY				
Building Inspector	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>	Signature	Date
Zoning Inspector	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>	Signature	Date
Health Inspector	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>	Signature	Date
Fire Inspector	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>	Signature	Date
Finance Division	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>	Signature	Date
	Taxes <input type="checkbox"/>	Utilities <input type="checkbox"/>	Special Assessment <input type="checkbox"/>	No Tax Due <input type="checkbox"/>
License #			Setup Issue	
HMR Tax #			Setup	