

## Business License Renewal Application Instructions

### Definition of Gross Receipts – (if applicable)

Per Section 8-36 of the city Code of Ordinances, gross annual business is defined as “12 times the average monthly value of all goods, wares, merchandise, chattels, and all other personal property of every kind and description bought, sold, loaned or exchanged in the business, during the period in which such business shall have been conducted, or for the period of one year next preceding the date upon which the required license becomes due or, if past due and demand is made therefore, then the date of such demand.” In other words, businesses must provide proof of gross receipts in order to calculate the annual renewal fee. For those businesses located outside city limits, gross receipts pertains to only those transactions that occur, or to work actually performed, within city limits.

- Acceptable proof of gross annual business include:
  - A copy of your prior year Federal Income Tax Return.
  - If filing a prior year Individual Tax Return - Schedule C, Profit and Loss.
  - A certified statement from your CPA.
  - A letter from an officer of the company stating the gross receipts for the preceding year.
- A current certificate of Workers Compensation Insurance must be provided or a signed statement of exemption from.
- Remember all taxes, licenses, fees & delinquent accounts with the City of St. Joseph must be satisfied prior to the issuance of your license. \*Note: A copy of your paid county business personal property tax receipt for the prior year will be required.
- The City of St. Joseph must be notified of changes to your existing Business License including:
  - Ownership changes – Please provide us with the new federal tax identification number, Missouri sales tax number, owner name, and address.
  - Address change – A new zoning certificate must be signed and returned with application.
  - Other - Mailing address, contact person or phone number should be noted on application or in a separate letter.
  - If your business has ceased operations permanently, please contact the Customer Service division (create mailto [PermitClerks@stjosephmo.gov](mailto:PermitClerks@stjosephmo.gov)) as soon as possible.

\*\*There may be a processing delay of up to seven days for all business licenses.