

CITY OF JACKSON BUSINESS LICENSE

A LICENSE IS REQUIRED TO CONDUCT BUSINESS WITHIN THE CITY LIMITS OF JACKSON. FOR MORE INFORMATION ON WHO SHOULD OBTAIN A BUSINESS LICENSE, PLEASE CONTACT THE CITY CLERK'S OFFICE AT 573-243-3568 OR EMAIL LICENSE@JACKSONMO.ORG.

YOU CAN REVIEW CHAPTER 37 OF JACKSON MUNICIPAL CODE AT https://library.municode.com/mo/jackson/codes/code_of_ordinances

FOR NEW BUSINESSES/EXISTING BUSINESSES CHANGING THE SCOPE OR LOCATION OF THEIR WORK, PLEASE GO THROUGH THE FOLLOWING CHECK LIST TO HELP EXPEDITE YOUR LICENSING REQUEST.

- ✓ COMPLETE ZONING & BUILDING COMPLIANCE DETERMINATION FORM AND GET APPROVAL OR WAIVER FROM BUILDING AND PLANNING.
- ✓ COMPLETE CITY OF JACKSON BUSINESS LICENSE APPLICATION.
- ✓ OBTAIN NO TAX DUE VERIFICATION FROM MISSOURI, IF REQUIRED. (See <https://dor.mo.gov/taxation/business/filing-payment/no-tax-due/>)
- ✓ COMPLETE BUSINESS EMERGENCY NOTIFICATION FORM, IF YOU HAVE A COMMERCIAL BUILDING LOCATED WITHIN JACKSON CITY LIMITS.
- ✓ RETURN ALL COMPLETED FORMS AND NO TAX DUE VERIFICATION TO:

CITY COLLECTOR-BUS LIC
101 COURT STREET, JACKSON, MO 63755
OR
LICENSE@JACKSONMO.ORG

THE CLERK AND COLLECTOR WILL DETERMINE THE COST OF YOUR LICENSE, BASED ON YOUR BUSINESS TYPE AS DEFINED BY CITY ORDINANCE.



APPLICATION FOR ZONING & BUILDING COMPLIANCE DETERMINATION

REQUIRED PRIOR TO LICENSES FOR NEW OR RELOCATED BUSINESSES

Complete all the information below and submit this form to the City Clerk's Office with your completed business license application. For questions, contact Public Works at 573-243-2400 or e-mail permits@jacksonmo.org

DATE OF APPLICATION: _____

BUSINESS NAME: _____

PROPOSED BUSINESS LOCATION: _____

PROPERTY OWNER NAME: _____

PROPERTY OWNER MAILING ADDRESS: _____

PROPERTY OWNER TELEPHONE: _____

PREVIOUS USE OF BUILDING: _____

PROPOSED USE OF BUILDING(S): _____

WILL THERE BE OTHER BUSINESSES OR RESIDENCES IN THIS BUILDING?
DESCRIBE: _____

YES NO

IS THE BUSINESS LOCATED IN A HOME, APARTMENT, OR
RESIDENTIAL ACCESSORY BUILDING?

YES NO

WILL ANY REMODELING / RENOVATION BE DONE TO BUILDING?
DESCRIBE: _____

YES NO

IS OFF-STREET PARKING AVAILABLE ON SITE?

YES NO

NO. OF EXISTING OFF-STREET PARKING SPACES _____

NO. OF EXISTING OFF-STREET HANDICAP ACCESSIBLE PARKING SPACES _____

WILL PARKING AREAS BE ADDED OR RENOVATED?

YES NO

WILL FREE-STANDING SIGNS BE ADDED FOR THIS BUSINESS?

YES NO

WILL ATTACHED SIGNS BE ADDED FOR THIS BUSINESS?

YES NO

NO. OF FREE-STANDING SIGNS PROPOSED: _____

I hereby certify that I am the property owner or authorized agent for property owner:

Signature: _____ Date: _____

THE INFORMATION BELOW IS TO BE COMPLETED BY THE BUILDING / ZONING OFFICIAL

Current zoning district: _____

Is the proposed use allowed in this zone?

YES NO

Does existing & proposed parking meet minimum requirements?

YES NO

Will the proposed number of free-standing signs be compliant?

YES NO

The following items related to this business will require permits:

Special Use Construction Renovation/Addition Signs Parking Alterations

This application is hereby APPROVED DENIED

Signature of building / zoning official: _____ Date: _____



APPLICATION FOR CITY OF JACKSON BUSINESS LICENSE

For Office Use Only

License# _____
Alpha ID _____
Fee _____
Date Issued: _____

ALL REQUIREMENTS MUST BE MET BEFORE A BUSINESS LICENSE CAN BE ISSUED. APPLICABLE BUSINESS LICENSE INFORMATION IS REPORTED TO THE CAPE GIRARDEAU COUNTY HEALTH DEPARTMENT BY THE CITY OF JACKSON. INCOMPLETE APPLICATIONS WILL BE RETURNED FOR CORRECTION BEFORE LICENSE ISSUANCE.

1. Complete **ALL** the forms and return to: CITY COLLECTOR-BUS LIC, 101 COURT ST, JACKSON, MO 63755.
2. PROVIDE A COPY OF YOUR MISSOURI SALES TAX CERTIFICATE AND NO TAX DUE STATEMENT, IF APPLICABLE. It is unlawful (pursuant to Section 287.18 RSMo.) for any applicant to provide fraudulent information.
3. Complete City Police Business Emergency Form, provide all necessary information.
4. For new or relocating businesses, you must receive any necessary zoning and permit approval(s) from the City of Jackson Building and Planning Department.

NEW LICENSE? RENEWAL LICENSE? BUSINESS RELOCATION?

TODAY'S DATE: _____ BUSINESS STARTED IN: _____

SALES TAX # (FOR RETAIL SALES BUSINESS ACTIVITY): _____
(PLEASE ATTACH CERTIFICATE AND CURRENT NO TAX DUE STATEMENT TO APPLICATION)

BUSINESS NAME: _____

CONTACT'S NAME: _____

BUSINESS ADDRESS: _____

IS THIS BUSINESS OPERATED YEAR-ROUND OUT OF A RESIDENCE OR STOREFRONT LOCATED IN JACKSON CITY LIMITS? YES NO

MAILING ADDRESS: _____
(IF DIFFERENT THAN ABOVE)

MAIN PHONE: _____ CELL-PHONE: _____

ADDITIONAL PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

LICENSE TYPE YOU ARE APPLYING FOR: _____
(IF DIFFERENT THAN LISTED ON RENEWAL NOTICE)

BUSINESS DESCRIPTION: _____



Jackson Police Department
BUSINESS EMERGENCY NOTIFICATION INFORMATION



The following information is requested so that the records within the City Of Jackson Police/Fire Dispatch Center may be updated. The information is used to contact someone from your business after hours.

Name of Business: _____

Address of Business: _____

Business Phone Number: _____

Please list up to three local person that have keys to the business. List in the order they should be contacted:

Please include name, position/title and phone number below.

Name	Position/Title	Phone Number
------	----------------	--------------

1 _____

2 _____

3 _____

Does your business have an alarm: Yes: _____ No: _____

If yes, Alarm Company: _____ Phone : _____

Type alarm: Hold-Up: _____ Burglary: _____ Fire: _____

Sprinkler System: _____ Other: _____

Does business have video cameras? _____ Inside Only _____ Outside Only
_____ Inside and Outside Cameras

Is there any Hazardous Material on the property: Yes: _____ No: _____

If yes, please list what kind and location:

Any Additional information either police or fire might need: _____

In the event of an emergency - Dial 911.

Regular Business Numbers

Jackson Police Department
202 W Jackson Blvd
Jackson, MO 63755
Phone: 243-3151
Fax: 243-9797

Jackson Fire Rescue
503 S. Hope St.
Jackson, Mo 63755
Phone: 243-1010

THANK YOU