



## New Business Requirements Checklist

Regulated Industries Division  
111 E. Maple Ave.  
Independence, MO 64050  
blicenses@indepmo.org  
(816) 325-7079

*Businesses with operations in Independence are responsible for obtaining all required licenses and permits prior to conducting business or making certain modifications to their facilities. This checklist provides a list of necessary information, licenses, and permits that must be obtained (if applicable) prior to operating a business in the City.*

### Before you Apply for a Business License:

#### Federal, State, & County Requirements

- Your business is required to obtain an Employer ID Number/Federal Tax ID (FEIN) if you will have employees, pay certain taxes, or plan to open a business bank account.  
*FEINs are issued by the IRS and can be applied for online: <https://www.apply-irs-ein.us/>*
- Your business entity must also be legally formed, and the business name registered with the Missouri Secretary of State.  
*Follow this link to register your business: <https://www.sos.mo.gov/business>*
- You will also need a state Tax ID number if your business is required to collect sales or other taxes.  
*Follow this link to do both: <https://dor.mo.gov/registerbusiness/>*
- Some professions and types of professionals must obtain a state license in order to operate in Missouri.  
*Follow this link for more information: <https://pr.mo.gov/>*
- A new business packet with detailed information can be obtained from the State of Missouri New Business Assistance Center at <https://openforbiz.mo.gov/contactus> or (800) 523-1434.
- Businesses are subject to business personal property and real property taxes on property owned in Jackson County. Call the County Assessor's office at (816) 881-4672 or email [assessment@jacksongov.org](mailto:assessment@jacksongov.org) with specific questions.

#### Change of Use Permit

- Depending on how the location of your business was previously used, you may be required to apply for a Change of Use permit, issued by the City's Building Inspection Division. This is the case when the proposed new business is different from the old. Example: the space was previously a retail store, and the new business is a restaurant; you will need a Change of Use permit. Apply online: <https://www.ci.independence.mo.us/ComDev/BuildingInspections> or contact the Building Inspections Division at [blicenses@indepmo.org](mailto:blicenses@indepmo.org) or (816) 325-7401 with specific questions.

### Apply for a Business License:

Businesses operating within the city are required to have an annual business license. Business License fees are based upon the annual gross receipts of that business in Independence. The Regulated Industries Division of Community Development issues these licenses. *To apply online visit: <https://www.ci.independence.mo.us/BusLicense/Licenses>.*

When you apply you will need to have the following in hand:

1. The business's EIN
2. Missouri Tax ID number (if applicable)
3. Certify the business holds at least \$500,000 of general liability insurance

**See next page for additional licenses and permits that may be required.**



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### Apply for other Required Licenses:

#### Independence Health Permit

- Businesses requiring regular health inspections must apply for and obtain an Independence Health Permit prior to opening. These permits can be applied for in person at Independence City Hall. Contact the Regulated Industries Division at (816) 325-7803 with questions.
- Complete food handlers or food managers training (if required). Information about these classes can be found at <http://www.ci.independence.mo.us/ComDev/PermittedEstablishments>

#### Liquor Licenses

- If your business includes the sale of alcohol by the drink, in the original package, or via wholesale distribution the business must obtain liquor licenses from the City and State of Missouri prior to opening. Completed liquor license applications are submitted to City Council for approval following their submittal to the Regulated Industries Division.

### Additional Permits:

#### Building/Construction Permits

- All significant building alterations including the demolition of structures require the issuance of a building permit. In most instances, building permits require plans designed by a Missouri certified architect or engineer. Contractors are also required to have a valid city licenses before a permit is issued. For more information please visit <https://www.ci.independence.mo.us/ComDev/BuildingInspections>, email [bpermits@indepmo.org](mailto:bpermits@indepmo.org) or call the Building Inspections Division (816) 325-7401.

#### Sign Permits

- Before erecting or installing any sign the Community Development Department should be contacted to obtain a permit since there are certain size limitations and other requirements. Contact the Development Services Division at (816) 325-7421.

#### Alarm Permits

- Businesses that have a security or fire alarm that automatically dispatches city emergency response services should obtain an alarm permit from the Police Department. Contact the third-party Alarm Permit administrator at (855) 732-9029.