

New Business Checklist for Kansas City, Missouri (updated 9/4/08)  
 Business Assistance Center – City Planning and Development Department  
 16<sup>th</sup> Floor City Hall, 414 E. 12<sup>th</sup> Street  
 Kansas City, MO 64106  
 Phone: (816) 513-2880 Fax (816) 513-2892

Note: All businesses operating in the City of Kansas City, Missouri must obtain a **zoning clearance**, **occupational license** and comply with the **earnings tax requirement**. The remaining permits may apply depending on the type of business.

Jurisdiction	Description	Fee	Contact Information
City of KCMO	Zoning Clearance	None	City Planning & Development -Development Services Permits Division, 5 <sup>th</sup> Floor, City Hall (816) 513-1500 <a href="http://www.kcmo.org/zoningcl.nsf/application?openform">http://www.kcmo.org/zoningcl.nsf/application?openform</a>
City of KCMO	Business/Occupational License	Varies based on the type of business.	Finance Department 3 <sup>rd</sup> Floor, City Hall (816) 513-1135 or revenue@kcmo.org <a href="http://www.kcmo.org/finance/00forms/rd100.pdf">http://www.kcmo.org/finance/00forms/rd100.pdf</a>
City of KCMO	Earnings Tax	1% withholding on gross wages, salaries, commissions and all other earned compensation paid to employees living and/or working in Kansas City, Missouri. For businesses, the tax is 1% of net profits.	Finance Department 3 <sup>rd</sup> Floor, City Hall (816) 513-1120 <a href="http://www.kcmo.org/finance.nsf/web/home?opendocument">http://www.kcmo.org/finance.nsf/web/home?opendocument</a>
Economic Development Corporation	Economic Activity Taxes (EATS) Summary Form (required for businesses operating with a designated Tax Increment Financing (TIF) district)	None	Economic Development Corporation Tim Constance, TIF Systems Analyst 1100 Walnut Street, Suite 1700 Kansas City, MO 64106 816-691-2123 <a href="http://www.edckc.com/">http://www.edckc.com/</a> EATS Summary Form: [link]
City of KCMO	Environmental Health Permits Food Service Permit Air Quality Permits Swimming Pools, etc.	Fees vary based on type of permit	Health Department 2400 Troost Avenue Kansas City, MO 64108 (816) 513-6315 <a href="http://www.kcmo.org/health.nsf/web/home?opendocument">http://www.kcmo.org/health.nsf/web/home?opendocument</a>

Jurisdiction	Description	Fee	Contact Information
			Applications: <a href="http://www.kcmo.org/health/pdf/foodpermitapplication.pdf">http://www.kcmo.org/health/pdf/foodpermitapplication.pdf</a>
City of KCMO	Amusement Events Catering Liquor Licenses Employee Liquor Permit Sidewalk Café, Etc.	Fees vary based on type of permit	Neighborhood and Community Services Department Regulated Industries Division 635 Woodland, Suite 2101 Kansas City, MO 64129 (816) 784-9000 <a href="http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument">http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument</a> Applications: <a href="http://www.kcmo.org/neigh.nsf/web/RI_Forms#Liquor">http://www.kcmo.org/neigh.nsf/web/RI_Forms#Liquor</a>
City of KCMO	Contractor Licenses are required for 16 types of construction trades	Fees vary	City Planning & Development - Development Services Permits Division, Contractor Licensing Branch 5 <sup>th</sup> Floor City Hall (816) 513-1500 (Option 6) <a href="http://www.kcmo.org/codes.nsf/web/clinfo?opendocument">http://www.kcmo.org/codes.nsf/web/clinfo?opendocument</a>
City of KCMO	Fire Safety Inspection	Fees vary based on type of permit	Fire Marshall's Office 635 Woodland Kansas City, MO 64106 (816) 784-9100 <a href="http://www.kcmo.org/fire.nsf/web/home?opendocument">http://www.kcmo.org/fire.nsf/web/home?opendocument</a>
City of KCMO	Commercial Animal Establishment (Pet shops, kennels and other facilities that board live animals.)	\$100.00 fee renewed annually	Animal Control Division 4400 Raytown Road Kansas City, MO 64129 (816) 513-9804
Kansas City Police Department	Security Alarm Permit	\$45.00	Private Alarm Section (816) 889-1493 <a href="http://www.kcpd.org/AlarmPermits.html">http://www.kcpd.org/AlarmPermits.html</a>
Jackson County	Business Property & Equipment Declaration	Yearly assessment due March 1	Assessors Office (816) 881-4672 <a href="http://www.jacksongov.org/content/1167/1189/1283/default.aspx">http://www.jacksongov.org/content/1167/1189/1283/default.aspx</a>
Jackson County	Merchant's License	\$5.00	Processed by Assessor's Office (see above)
Platte County	Merchant's License	\$25.00	Collector's Office (816) 858-3356 <a href="http://www.co.platte.mo.us/docs/collector/ppt_faq.html">http://www.co.platte.mo.us/docs/collector/ppt_faq.html</a>

Jurisdiction	Description	Fee	Contact Information
Platte County	Business Property & Equipment Declaration	Yearly assessment due March 1	Assessor's Office (816) 858-3311 <a href="http://www.co.platte.mo.us/county_offices_departments/assessor.html">http://www.co.platte.mo.us/county_offices_departments/assessor.html</a>
Clay County	Merchant's License	\$25.00	Collector's Office (816) 407-3200 <a href="http://www.claycogov.com/county/county.php">http://www.claycogov.com/county/county.php</a>
Clay County	Business Property & Equipment Declaration	Yearly assessment due March 1	Assessor's Office (816) 407-3460 <a href="http://www.claycogov.com/county/county.php">http://www.claycogov.com/county/county.php</a>
State of Missouri	Business Registration	Fee varies based on type of business structure	Missouri Secretary of State's Office 615 E. 13 <sup>th</sup> Street, Room 513 (816) 889-2925 <a href="http://www.sos.mo.gov/">http://www.sos.mo.gov/</a>
State of Missouri	Sales Tax I.D.	Any business making retail sales must obtain a Missouri Retail Sales License from the Department of Revenue. A bond, based on projected monthly gross sales must be posted at the time of the application.	Missouri Department of Revenue 615 E. 13 <sup>th</sup> Street, Room 127 Kansas City, MO 64106 (816) 889-2944 <a href="http://www.dor.mo.gov/">http://www.dor.mo.gov/</a>
State of Missouri	State Liquor License	See <a href="http://www.atc.dps.mo.gov/Fees.html">http://www.atc.dps.mo.gov/Fees.html</a>	Missouri Division of Alcohol & Tobacco Control District I, Kansas City 615 E. 13th St. Rm 506 Kansas City, MO 64106 816-889-2574 Fax 816-889-3149 Contacts: Joe Hodgin & Robin Duncan <a href="http://www.atc.dps.mo.gov/index.htm">http://www.atc.dps.mo.gov/index.htm</a>
State of Missouri Bureau of Childcare	Child Care Licensing requirements	None	Department of Health - Bureau of Childcare (816) 350-5450 <a href="http://www.dhss.missouri.gov/ChildCare/">http://www.dhss.missouri.gov/ChildCare/</a>

For Companies Hiring Employees

Jurisdiction	Description	Fee	Contact
State of Missouri	Wage and hour laws, unemployment tax, workers compensation and employment eligibility form (I-9)	N/A	Missouri Department of Labor & Industrial Relations 3315 West Truman Boulevard, Room 213 P.O. Box 504 Jefferson City, MO 65102 (573) 751-9691 <a href="http://www.dolir.mo.gov">http://www.dolir.mo.gov</a>
Federal	Employer Identification Number	None	Obtain an SS-4 form by phoning 1-800 TAX-FORM (1-800-829-3646) or by logging onto the IRS website at <a href="http://www.irs.gov">www.irs.gov</a> Once you have completed the SS-4 you can obtain your EIN number by phoning the IRS at (866) 816-2065 or by faxing the SS-4 to (215) 516-3990.

For Non-Profit Organizations

Jurisdiction	Description	Fee	Contact
Federal	501(c)(3)	Varies	5800 Bannister Road Kansas City, MO 64134 (816) 966-2840 <a href="http://www.irs.gov">www.irs.gov</a>
State of Missouri	Incorporation	Varies	Missouri Secretary of State's Office 615 E. 13 <sup>th</sup> Street, Room 513 (816) 889-2925 <a href="http://www.sos.mo.gov/">http://www.sos.mo.gov/</a>
City of KCMO	Occupational License	No fee for non-profit organizations	Finance Department (816) 513-1135

This information is provided courtesy of the Business Assistance Center and is intended to provide a general overview of new business requirements in Kansas City, Missouri. This information is not comprehensive. Whenever considering a business venture it is advisable to consult with a qualified accountant and/or attorney to ensure that you are in compliance with all tax and regulatory requirements.

## Helpful Links

KCSourceLink  
4747 Troost  
Kansas City, MO 64110  
(816) 235-6500  
Toll-Free: (866) 879-6500  
[www.kcsourcelink.com](http://www.kcsourcelink.com)

Small Business & Technology Development Center  
4747 Troost  
Kansas City, MO 64110  
(816) 235-6428  
<http://www.bloch.umkc.edu/sbdc>

Midwest Center for Nonprofit Leadership  
University of Missouri - Kansas City  
5100 Rockhill Road  
Bloch School Room 310  
Kansas City, Missouri 64110  
(816) 235-2305  
1-800-474-1170 toll free  
[www.bloch.umkc.edu/mwcnl](http://www.bloch.umkc.edu/mwcnl)

People with speech or hearing impairments may use Relay Missouri at 800-735-2966 (TT) or 800-735-2466 (Voice).