

LICENSE REQUIREMENT

Sec. 10-162 states no person having a place of business in the City shall engage in any business or occupation described in the Code of Ordinance without first having obtained a license therefor from the City Clerk and paying the designated fee.

DELINQUENT PAYMENT

All license fees provided for in this article shall be deemed delinquent if not paid in full by June 30th of each year and any person so delinquent shall pay to the City Clerk's Office an additional 10% of the amount due for the first month of such delinquency and 18% of the amount due for each month or part thereof that such delinquency thereafter continues.

SALES TAX I.D. NUMBER

Contact the Missouri Department of Revenue for sales tax identification. Please be sure to state "Black Jack" as the City location to ensure accurate accounting of your sales tax.

CONTACT US:

Phone: (314) 355-0400

Fax: (314) 355-4196

BUSINESS HOURS:

Monday through Friday

8:30 a.m. to 5:00 p.m.

WEB:

www.cityofblackjack.com

To view the entire Code of Ordinance for Business Licensing please visit our Website at www.cityofblackjack.com Click "Government" and go to "Municipal Code" then click "Code of Ordinance", Chapter 10, Article VIII. – Business License



CITY OF BLACK JACK
12500 OLD JAMESTOWN ROAD
BLACK JACK, MO 63033



**CITY OF
BLACK JACK**

*OBTAINING A
COMMERCIAL OR
HOME BUSINESS
LICENSE*

BUSINESS LICENSES

There are two types of business licenses:

- 1) Home Base Business License
- 2) Commercial Business License

RENEWALS

You must renew your business license by June 30th of each year.

FEES

The cost of the license depends on the type of business:

- Home Occupation - \$30 per year
- Office / Services - \$60 per year
- Manufacturing - \$60 per year
- Retail - \$60 per year

PRORATED FEES

The applicant for a new business or new occupation shall only be required to pay one-half (1/2) of the full annual license fee if at the time of application more than six (6) months of the current license year has expired.

DISPLAY OF BUSINESS LICENSE

The license must be carefully preserved (framed) and displayed in a visual area of your business.

BUSINESS LICENSE - COMMERCIAL

REQUIREMENTS:

Each time any part of a commercial building changes tenants or owners, or anytime a new business is being proposed for a site, the new tenant or owner is required to apply in person at City Hall for a municipal zoning approval application and submit to City Engineer for approval to obtain a Commercial Occupancy Permit from St. Louis County and schedule an inspection also through St. Louis County.

WHEN TO APPLY:

After your business has been inspected and the commercial occupancy permit has been approved, the owner may then apply for a Commercial Business License through the City of Black Jack. Proof of business license registration through the State of Missouri - Secretary of State is required.

Your application will be forwarded to the City Clerk's Office along with the fee (cash or money order). The City will mail your license or you may pick it up.

You can begin your business as soon as you have received your license through the City of Black Jack.

BUSINESS LICENSE - HOME OCCUPATION

REQUIREMENTS:

Municipal Zoning Approval application must be submitted to City Engineer for approval. Any occupation or profession carried on by a member of a family residing on the premises; provided that no commodity is sold upon the premises; and provided that not over 25% of the total actual floor area of any story is used for home occupation or professional purposes; no signs; and no mechanical equipment installed.

WHEN TO APPLY:

The owner may apply for a Home Business License through the City of Black Jack. Proof of business license registration through the State of Missouri - Secretary of State is required. After submittal, an inspection will be scheduled through the City of Black Jack.

Your application will be forwarded to the City Clerk's Office along with the fee (cash or money order). The City will mail your license or you may pick it up.

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