



CITY OF BATTLEFIELD APPLICATION FOR BUSINESS LICENSE

How to Apply for a Business License

If you are planning to operate a business in Battlefield, this information will give you a general overview of the process it takes to obtain a license.

Who Needs a Business License?

Any person or company that **sells tangible goods** or that **provides services** in the City of Battlefield should obtain a City license prior to beginning business. **This includes home-based businesses, even if no clients come on your premises. If you perform any administrative function pertaining to your business from your home address, a license is required.** You may obtain the necessary application form here on our website or by calling (417) 883-5840 or by visiting City Hall at 5434 S. Tower Drive. Our office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday except for posted Holidays.

Application Process

When you apply for a business license in our office, requests for zoning/building regulations approval will be completed along with the City license application. This applies to all businesses that will be located inside the city limits. These forms will be routed to the appropriate departments for approval prior to licensing your business. If you have questions regarding the appropriate zoning for the type of business you wish to conduct, you may contact the building inspector at 883-5840; questions concerning fire code requirements may be directed to the Battlefield Fire Protection District at 881-9018.

Those businesses which sell tangible items, including those which use parts to provide services, must provide our office with a copy of their Missouri Sales Tax License or sales tax exemption letter for their location before the City license can be issued. Information relating to the Missouri Sales Tax License may be obtained by calling (417) 895-6474.

If your business involves food preparation or handling, a health permit must be obtained from the Springfield-Greene County Health Department. You may contact them regarding specific health requirements by calling (417) 864-1424. License fees are due at the time of application. The license fee is \$16.00 per year regardless of the type of business you will be operating. Licenses are valid through the current calendar year and must be renewed by January 31 each year.

Special Requirements

Some business licenses require special approvals before a license can be issued. These categories include: liquor and beer sales. If your business requires this approval, please contact our office concerning the special requirements which will be involved.

Bond and Insurance Requirements

All businesses must provide proof of liability and workman's compensation before the license can be issued. Current documentation should be provided at the time of application or may be faxed to (417) 883-8189.