



## CITY OF VALLEY PARK BUSINESS LICENSE APPLICATION

Renewal for the Year Feb. 1, 2024 to Jan. 31, 2025

kberry@valleyparkmo.org



### MERCHANTS D/B/A

### FOR OFFICE USE ONLY

NAME: \_\_\_\_\_

Merchant License: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

Date Paid: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

Check Number: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

### MERCHANT ADDRESS in City of Valley Park (if different from above)

### NAME AND ADDRESS (residence) of person in charge of said location:

NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

ADDRESS with Zip Code: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

\_\_\_\_\_

MISSOURI SALES TAX/USE TAX NUMBER:

REGISTERED AGENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ORIGINAL DATE MERCHANT BEGAN OPERATING IN

DATE OF APPLICATION: \_\_\_\_\_

THIS LOCATION: \_\_\_\_\_

### DECLARATION OF BUSINESS

Type of Business: \_\_\_\_\_

Square Footage Occupied: \_\_\_\_\_

Gross Receipts (if applicable: Sec. 9-21( c ) Businesses Only) \$ \_\_\_\_\_

Amount Due: Flat Fee: \_\_\_\_\_

Sq. Ft: \_\_\_\_\_ X \$.25 = \$ \_\_\_\_\_

Gross Receipts: \_\_\_\_\_ X \$.003 = \$ \_\_\_\_\_

**If Gross Receipts and Sq. Ft. is lower than \$250.00 the Flat Fee will be \$250.00 minimum.**

CITY OF VALLEY PARK  
BUSINESS LICENSE RENEWAL APPLICATION PROCEDURE

1. Complete application for (all questions must be answered; enter *N/A* where necessary).
2. The applications and check or money order for appropriate license fee amount may be submitted to City of Valley Park City Clerk either in person at the City Hall receptionist counter or by mail:  
55 Crescent Avenue  
Valley Park, Missouri 63088
3. When the application is approved, a license will be issued and mailed to the Valley Park business address so the license may be properly displayed. If you have any questions concerning the license application procedure, contact Kim at 636-861-1851 or [kberry@valleyparkmo.org](mailto:kberry@valleyparkmo.org).

ORDINANCES PERTAINING TO BUSINESS LICENSES

**Sec605.100. Fees.**

- (a) The license for certain businesses per year

shall be: Auctioneer	\$100.00 per day
Billboard posters (over 64 sq.	\$1,000.00 per year
ft.) Billiard and pool tables	\$100.00 per table
Bowling alleys	\$100.00 per alley
Canvassers, solicitors, peddlers,	\$100.00 per day per individual
hawkers, hucksters,	\$1,000.00 per month per individual
itinerant merchants	

Each individual must register with the police department the day before soliciting and be of good moral character.

Cleaning agencies and plants	\$250.00 per year
Cleaners and laundries	\$250.00 per year
Nursing homes	\$1000.00 per year
Theaters, including motion picture	\$500.00 per year

- (b) For the following business, the license fee shall be the higher of twenty five cents per sq. ft. occupied or the flat fee listed below:

Bank or trust company and bank	\$500.00 per year
corporation Credit Union	\$500.00 per year
Loan Agency	\$500.00 per year
Savings and	\$500.00 per year
Loan	

- (c) For the following businesses, the license fee shall be the lower of twenty five cents per sq. ft. occupied or three dollars on each thousand dollars or part thereof, of gross receipts, as shown by the application in Sec. 9-21; provided that the minimum aggregate license fee shall be two hundred fifty dollars.

Abstract	Land surveyor
agency	Office not otherwise classified
Actuarial	Manufacturing representative
firm	Mortgage broker
Adjustment agency or company	Moving and
Architect	storage Nursery
Automobile body and/or repair	school
shop Business or	Pawnbroker
correspondence school	Parcel
Child Care	delivery Pay
Collection agency Contractor	parking lots
Employment agency Engineer,	Public hall
professional Food	Publisher
storage locker	Real estate agency/brokerage
Funeral home	Storage (public warehouse)
Health club	Swimming pools
Home for the aged Insurance	Ticket or travel
agency/brokerage/sale	agency
Insurance companies, all	Veterinarian
types Insurance	Warehouse
inspection/rating/claim	(public)

#### **Sec. 605.230. Payments of Other Obligations to City Required.**

No license shall be issued nor renewed to any merchant, manufacturer or service occupation until all financial obligations, including but not limited to, personal property taxes, other license fees, permit fees, inspection fees, city trash fees or city water user fees required to have been paid by such merchant, manufacturer or service occupation to the city have been paid.