



P. O. Box 159, Liberty, Missouri 64069 • Ph. 816-439-4417 • Fax 816-439-4419

CHECKLIST FOR PROCESSING OCCUPATION AND CRAFTSMAN LICENSES

General information

- Register your Business:
Secretary of State 816-889-2925.
Sole Proprietors using a fictitious name (dba) must register as well.
Submit copy of registration w/app.
- All retail and wholesale businesses contact the Dept. of Revenue at 816-889-2944 for their Missouri Retail Sales Tax License and/or No Tax Due Statement.
Submit copy w/app.
- All businesses handling perishable foods contact the Clay County Health Department at 816-595-4200 for food permit.
Submit copy w/app.
- Liberty based businesses contact Clay County Assessor for business property tax registration at 816-407-3470. Submit copy of registration w/app.
- Type of business (describe the type of business conducted; if more than one business for this location, state all types under this license)
- Organization of business (note whether sole proprietorship, partnership, corporation etc.)
- Liberty based business must provide the business physical address. No PO's
- Gross Receipts in Liberty for preceding 12 months. See fee schedule
- Application dated and signed by owner or officer of the business with that individual's title in relation to the business.

Contractors

- Certificate of insurance for worker's compensation (showing City of Liberty, Attn. Deputy City Clerk, P. O. Box 159, Liberty, MO 64069 as certificate holder) OR
- Affidavit stating exemption from worker's Compensation insurance

Contractors doing business with the City of Liberty

- Certificate of insurance showing City of Liberty as additional insured and \$2,000,000 per occurrence for general liability coverage (City shown as certificate holder, like workers compensation)

Craftsman license applicants

- Proof of certification (for each person named on craftsman license) from the City of Kansas City, Missouri at master level for craft (electrical, plumbing or mechanical).
- OR
- Proof of same individual passing a proficiency test with 75% or better score for craft.

Checks

- Payment covering both, occupation license and craftsman license should be made payable to the "City of Liberty".