

Business License Renewal

220 SE Green Street Lee's Summit, MO 64063 Phone 816.969.1220 / Fax 816.969.1221 / <u>www.cityofls.net</u>

MASSAGE HEIGHTS/ANDREW LEE Licensing 1732 OAK STREET #302 KANSAS CITY, MO 64108

PLEASE NOTIFY US IF YOU DISCONTINUE YOUR BUSINESS.

Please Update your Information. If there are changes to the information provided, please draw a line through and correct.

Physical Business Address:970 NW BLUE PKWY D LEES SUMMIT, MO 64086Business E-Mail Address:: ANDREWJAMESLEE19@YAHOO.COMLegal Name of Business: (if different than DBA):Type of Organization:Massage TherapistBusiness Classification:1200 Massage Therapist

Renew on-line communications email address:

(If you would like to renew on-line, you must provide an email above. This email address could be different than the Business Email Address. This email address is the person that is responsible for Business Licenses/Renewals at your place of business- Further Instructions included)

Business Phone Numbers :

Primary	Cell	Fax
8165543438		

Contact Information :

Primary	Secondary	Emergency
ANDREW JAMES LEE, Address:1732 OAK ST #302, Phone:(913) 961-0678		

(Continued on back page)

Please provide a general description or scope of work for your business:

IF DOING ANY RETAIL SALES (provide copy of current no sales tax due letter) -

For businesses physically located in Lee's Summit this section MUST be completed

Has your Physical Address changed over the last		Approval Form)
Is business located in a Lee's Summit Commercia	al area or Residential? (circle)	
Do you have an intrusion alarm? Y or N (circle)		
Total Building Square Footage -		
Employee Headcount for this location:		
Full Time:		
Part Time:		
Temporary:		
IF DOING ANY RETAIL SALES (provide copy of current	no sales tax due letter) -	
IF PHYSICAL ADDRESS HAS CHANGED WITHIN LEE'S s website at <u>www.cityofls.net</u> .	SUMMIT, PLEASE SUBMIT A NEW ZONIN	G FORM. Zoning forms located on
FEE CALCULATION (please check those that apply): X \$50 Business License Fee (base fee) Penalty for delinquent license is 5% Total fee) per month not to exceed 25% (is delinqu	ent 60 days after expiration)
I declare under penalty of perjury that to the best of m	vy knowledge and belief the statements	made herein are true and correct.
X Signature of Owner(s) or Corporation Agent/Owner	x	///
Signature of Owner(s) or Corporation Agent/Owner	Title	Date
The filing of this application or the granting of a busine the provisions of the zoning code, and is further subjec specific occupations and businesses. Payment by Check	t to all applicable federal, state and local	l laws and regulations which apply to
FOR OFFICE USE ONLY		
License Effective from/to	/ Fee Remitted \$	License #



Dear Massage Therapists and Massage Facilities of the City of Lee's Summit:

Enclosed you will find the **business license renewal application** for the license year May 01, 2020 through April 30, 2021.

As governed by City Ordinance #28-30, the base license fee \$50. A Massage Facility license is \$50 **per ordinance #28-63**. Businesses are required to have a separate license for each location and for each massage therapist. Under the provisions of the ordinance, it is unlawful for any person to engage in any business in the City of Lee's Summit without first securing a business license.

Please submit:

- Massage Therapist or Facility Business License Renewal Application as applicable
- Zoning Approval for new Facilities or in the case of an address change.
- Copy of the current certificate / license issued by Missouri Department of Economic Development, Division of Professional Registration, Missouri Board of Therapeutic Massage.
- Two (2) passport photographs of the massage therapist
- Appropriate fees (\$50 massage therapist; \$50 massage facility)

Facilities: Please note that you are responsible for any act or conduct in violation of the ordinance of any massage therapist on the massage facility premises and that all therapists hold a current license.

All renewals not received by June 30, 2020 will be considered delinquent and subject to penalty. If you will not be doing business in Lee's Summit during the license year, please **send notification**.

If you should have questions regarding your renewal form, please call the Development Services Department at (816) 969-1220.

Thank you for your prompt attention.

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New! You can now renew your Business License online.

STEP ONE - Review the information provided in your renewal about your business. Mark through any item that is not correct and provide the correct information. <u>*NOTE – in order to renew on-line, you must</u> provide an email address in the Renew on-line communications Email address field on the application in order for our offices to communicate with you about the status of your renewal. This email address could be different than the Business Email address, primary contact or Business Owner. This email address is the person that is responsible for Business Licenses/Renewals at your place of business.

You will then need to scan your application in and save somewhere that you can access it later to upload through our renewal system.

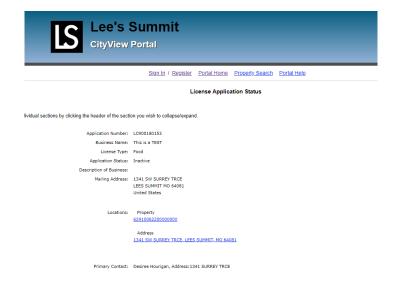
STEP TWO- Visit https://devservices.cityofls.net and click on Status and Fees under Business Licensing



Begin Typing your Licensee Number (found on your certificate) OR your Business Name



*<u>IMPORTANT –</u>Carefully review your license information to make certain it is YOUR license that you are about to renew. ManyBusinesses have similar names, Licensee #s, etc.



Once you have reviewed and verified your license information, then scroll to the bottom of the page to browse for your scanned in application and supporting documentation. Hitting browse multiple times if you have multiple documents to find in different locations.

Select any additional documents you wish to provide:	Browse	
Provide a short description of this set of documents:		

Once you have selected your Business License Application and any supporting documentation , click on the Upload Document button.

Select any additional documents you wish to provide:	Browse Business License Application docx Missour No Sales Tax Due docx	Remove Remove
Provide a short description of this set of documents:		
Portal Home	Upload Document	

*Note – you must upload your <u>signed</u> application AND any supporting documentation for the renewal process to begin. (even if there are no changes to your information)

You will receive a message that the uploads were complete



This will notify the Development services office of your renewal. They will review the application and supporting documentation and send an email notifying you of your complete or incomplete submittal. If your submittal is complete, the email will refer you back to the web portal to pay your fees and print your certificate. If your submittal is incomplete, the email will notify you of the incomplete items needed and refer you back to the website to upload the missing items.