

## Business License Renewal

220 SE Green Street  
Lee's Summit, MO 64063  
Phone 816.969.1220 / Fax 816.969.1221 / [www.cityofls.net](http://www.cityofls.net)

CULBERTSON PROPERTY MANAGEMENT LLC  
Licensing  
209 SW 3RD ST  
LEES SUMMIT, MO 64063

### 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: 209 SW 3RD ST LEES SUMMIT, MO 64063  
Business E-Mail Address:: BRADCAROLE@SBCGLOBAL.NET  
Legal Name of Business: (if different than DBA):  
Type of Organization: Contractor A,B,C,D  
Business Classification: 100 Building Contractor (B)

**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
8165244512	8164569823	

Contact Information :

Primary	Secondary	Emergency
BRAD CULBERTSON, Address:209 SW 3RD ST, Phone:(816) 524-4512	CAROLE CULBERTSON, Address:209 SW 3RD ST, Phone:(816) 810-6342	

(Continued on back page)

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

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

Has your Physical Address changed over the last year? **Y or N** (If yes complete Zoning Approval Form)

Is business located in a Lee's Summit **Commercial 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: 1

Part Time:

Temporary:

**IF PHYSICAL ADDRESS HAS CHANGED WITHIN LEE'S SUMMIT, PLEASE SUBMIT A NEW ZONING FORM. Zoning forms located on website at [www.cityofls.net](http://www.cityofls.net).**

**CONTRACTOR LICENSING INFORMATION \*\*\*Contractors – please complete this section\*\*\***

Please select type of contractor license requested - \$25.00 annual contractor license fee for each Class

- ☐ **Class A – General Contractor:** construct, remodel, demolish, repair any structure
- ☐ **Class B – Building Contractor:** construct, remodel, demolish, repair all structures not exceeding 3 stories in height
- ☐ **Class C – Residential Contractor:** construct, remodel, demolish, repair any single family, duplex or townhouse structure
- ☐ **Class D – Mechanical Contractor:** perform mechanical (HVAC) services
- ☐ **Class D – Electrical Contractor:** perform electrical services
- ☐ **Class D – Plumbing Contractor:** perform plumbing services

Please provide name of licensed representative (master) to be licensed: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: ( ) \_\_\_\_\_

- ☐ **If renewal – provide 8 hours of CEU (please provide documentation of completion) or include optional in lieu of CEU fee of \$100.00 per license classification**

**FEE CALCULATION (please check those that apply):**

- ☒ **\$50 Business License Fee (base fee)**
- ☐ **\$25 Contractor License Fee (\$25 for each license classification ie: Mechanical & Plumbing = \$50)**
- ☐ **\$100 Contractor fee in lieu of completion of 8 hours of annual continuing education (CEU) for each license classification**

\_\_\_\_\_ **Penalty for delinquent license is 5% per month not to exceed 25% (is delinquent 60 days after expiration)**

\_\_\_\_\_ **Total fee**

**I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.**

X \_\_\_\_\_  
**Signature of Owner(s) or Corporation Agent/Owner**

X \_\_\_\_\_  
**Title**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

*The filing of this application or the granting of a business license neither confirms nor approves the use of land as regulated under the provisions of the zoning code, and is further subject to all applicable federal, state and local laws and regulations which apply to specific occupations and businesses. Payment by Check – make check payable to City of Lee's Summit.*

**FOR OFFICE USE ONLY**

License Effective from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee Remitted \$\_\_\_\_ License # \_\_\_\_\_



Dear Business Owner:

Enclosed you will find the business license renewal application for the license year July 01, 2020 through June 30, 2021. Please take a moment to review the information. Pay particular attention to the business address noting any corrections or additions.

**WORKERS' COMPENSATION AFFIDAVIT FORM FOR CONTRACTORS**

Under the Missouri Workers' Compensation Law (sec 287.061 RSMo.), a contractor in the construction industry seeking a Business License must provide proof of workers compensation insurance coverage, an affidavit or exemption form. Please submit proof of workers compensation insurance coverage with the City of Lee's Summit being certificate holder along with your application renewal.

**INFORMATION FOR GENERAL, BUILDING, RESIDENTIAL,  
ELECTRICAL, PLUMBING AND MECHANICAL CONTRACTORS**

General, Building, Residential, Electrical, Plumbing and Mechanical contractors (as defined below) will need to provide documentation on the "master" for their company; the City of Lee's Summit has reciprocal agreements with various jurisdictions including but not limited to, Independence, MO, and Johnson County, KS, in which we accept proof of Master/Craftsman's License; or a score of at least 70% on the Prometric, ICC Contractor, or equivalent exam. Business licenses will not be processed without "master" certification documentation. The insurance requirement is \$300,000 General Liability, \$300,000 Property Damage and \$100,000 Contractual coverage, with the City of Lee's Summit being certificate holder. Proof of insurance, contractor certification and business license documentation should be sent to the **Development Center**.

**Contractors wishing to obtain a new license:**

New contractors wishing to obtain a business license will be required to show proof that one full time employee within the firm possesses:

- a certificate of competency from a nationally recognized testing institution with a 70 percent score; or,
- holds a bachelor's degree in engineering, architecture or construction science from an accredited college or university.

**Contractors wishing to renew their 2019/2020 contractor license:**

Any contractors who currently hold a contractor license and wish to renew their license shall provide evidence of obtaining the required 8 hours of continuing education in the past twelve months to the **Development Services Department**. Contractors who are unable to provide evidence of recognized continuing education may renew their contractor license, however an additional \$100 renewal fee will be applied for failure to complete required continuing education.

Per Section 7-130.4 of the Lee's Summit Code of Ordinances there shall be four (4) separate classes of licenses authorized for contractors as provided below. When obtaining or renewing your business license you must designate which class of license(s) is being requested.

- **Class A – General Contractor.** A General Contractor License shall entitle the holder thereof to construct, remodel, demolish or repair any structure. Said contractor shall not engage in any mechanical (HVAC), plumbing, or electrical services unless also properly licensed as a Class D Contractor.
- **Class B – Building Contractor.** A Building Contractor License shall entitle the holder thereof to construct, remodel, demolish or repair all structures not exceeding three stories in height. A Class B License shall also entitle the license holder to perform non-structural remodeling, tenant finish, and repairs of all structures. Said contractor shall not engage in any mechanical (HVAC), plumbing, or electrical services unless also properly licensed as a Class D Contractor.
- **Class C – Residential Contractor.** A Class C License shall entitle the holder thereof to construct, remodel, demolish or repair any single family, duplex, or townhouse structure and buildings accessory thereto. Said contractor shall not engage in any mechanical (HVAC), plumbing, or electrical services unless also properly licensed as a Class D Contractor.
- **Class D – Mechanical, Electrical and Plumbing Contractors.** A Class D License shall entitle the holder thereof to perform mechanical (HVAC) services, plumbing services, or electrical contractor services. Said contractors shall be specifically licensed for each trade in which they desire to perform work and shall not engage in any work entitled by Class A, Class B, or Class C contracting services unless also properly licensed to perform said work.

***\*\*\* Contractors performing roofing, painting, insulation, guttering, door/window replacement, lawn irrigation, and other similar work are not required to be licensed as noted above. If you are unsure as to whether or not your business requires a Class A, B, C or D contractor license, please contact the Development Center 816-969-1220.***

To avoid delay in permit processing or completion of inspections, please insure that all subcontractors are licensed in the City of Lee's Summit.

#### **CONTRACTOR BUSINESS LICENSE FEES**

Please be advised that the business license fees for all contractors (as defined above) will be calculated as follows:  
\$50.00 (base license fee) + \$25.00 (per class designation)

#### **BUSINESS LICENSE FEES INFORMATION**

As governed by City Ordinance #28-30, the base license fee is \$50.00. Businesses are required to have a separate license for each location.

All renewals not received by August 30, 2020 will be considered delinquent and subject to penalty. Penalty is 5% per month not to exceed 25%. Please make checks payable to "City of Lee's Summit".

If you will **not** be doing business in Lee's Summit during the next Business License year and you are not located in Lee's Summit, **please send notification.** If you should have questions regarding your renewal, please contact the Development Services Department at 816-969-1220.

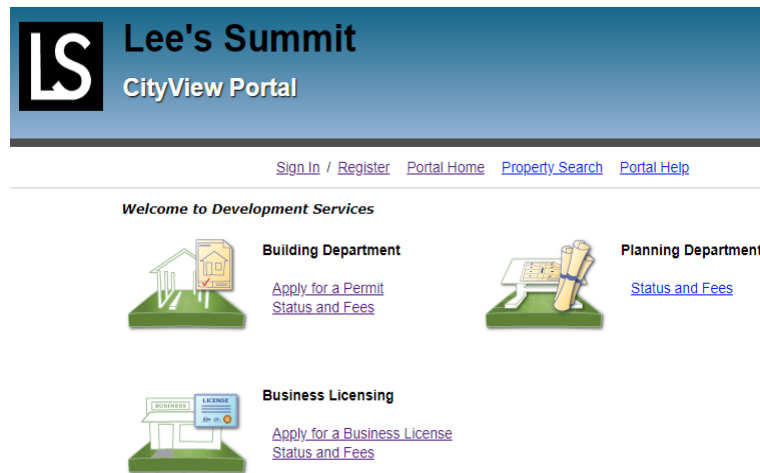
**Thank you for your prompt attention.**

***New! You can now renew your Business License online.***

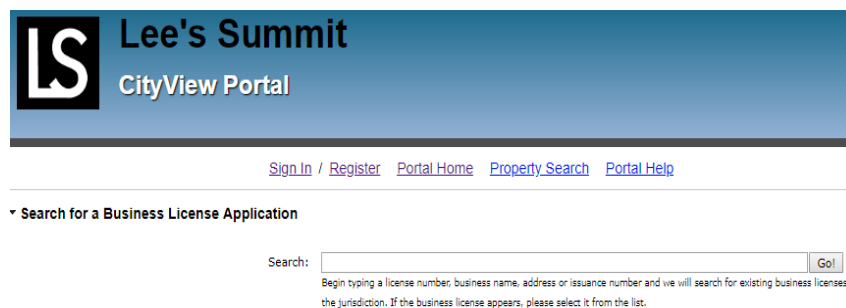
**STEP ONE** - Review the information provided in your renewal about your business. Mark through any item that is not correct and provide the correct information. ***\*NOTE – in order to renew on-line, you must provide an email address in the Renew on-line communications Email address field on the application 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



***\*IMPORTANT –*** Carefully review your license information to make certain it is YOUR license that you are about to renew. **Many Businesses have similar names, Licensee #s, etc.**



### License Application Status

Individual sections by clicking the header of the section you wish to collapse/expand.

Application Number: LC900180153  
Business Name: This is a TEST  
License Type: Food  
Application Status: Inactive  
Description of Business:  
Mailing Address: 1341 SW SURREY TRCE  
LEES SUMMIT MO 64081  
United States  
Locations: Property  
6291006220000000  
Address  
1341 SW SURREY TRCE, LEES SUMMIT, MO 64081  
Primary Contact: Desiree Hourigan, Address:1341 SURREY TRCE

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  
Missouri No Sales Tax Due.docx

Remove  
Remove

Provide a short description of this set of documents:

Upload Document

[Portal Home](#)

**\*Note – you must upload your signed 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.