

## 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)

RAYTOWN-LEES SUMMIT COMMUNITY CREDIT UNION  
Licensing  
504 SW 3RD ST, Unit A  
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: 504 SW 3RD ST A LEES SUMMIT, MO 64063  
Business E-Mail Address:: MBERKLEY@RLSCU.COM  
Legal Name of Business: (if different than DBA):  
Type of Organization: Service  
Business Classification: 800 Bank/S&L/Credit Union/Building and Loan

**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
8163560791	8167038421	8165541002

Contact Information :

Primary	Secondary	Emergency
MELISSA BERKLEY, Address:504 SW 3RD ST, Phone:(816) 554-1002	CARRIE WEST, Phone:(816) 356-0791	

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

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**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 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: 8

Part Time: 1

Temporary:

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

**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).**

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

☒ **\$50 Business License Fee (base fee)**

☐ **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 Form** for the license year July 01, 2020 through June 30, 2021. Please take a moment to review the information, particularly verifying the accuracy of the **Missouri Sales Tax ID** number and business address noting any corrections or additions.

Missouri Senate Bill 30 became effective January 1, 2009; requiring a statement of "No-Tax Due" from the Missouri Department of Revenue before the issuance of a business license by the City for any business engaging in retail sales. A business owner can enter their Missouri Tax Identification Number and PIN at <http://dor.mo.gov/business/sales/notaxdue/> to print their statement and include with the business license renewal. Business license renewals that are submitted without a no tax due certificate cannot be processed.

#### **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 816-969-1200.

**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. ***\*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.