

# **Business License Renewal**

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

ONE STOP COMPUTER SHOP Licensing 326 SW BLUE PKWY 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: 326 SW BLUE PKWY LEES SUMMIT, MO 64063

Business E-Mail Address:: SALES@OSCSKC.COM Legal Name of Business: (if different than DBA):

Type of Organization: Service

Business Classification: 700 Office Equipment Sales/Service

800 Computer - Serv/Repair/Prog/Word Proc/Consulting

### 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
8165249888	9132711863	8165249887

### Contact Information:

Primary	Secondary	Emergency
DAVE KINGORE, Address:326 SW BLUE PKWY, Phone:(816) 524-9888		DAVE KINGORE, Address:326 SW BLUE PKWY, Phone:(816) 524-9888

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Please provide a general description or scope of wo	rk for your business:		
DOING ANY RETAIL SALES (provide copy o	of current no sales tax du	ue letter) - 19496893	
For businesses physically located in Lee's Su	ummit this section MUST	be completed*	
Has your Physical Address changed over the last ye. Is business located in a Lee's Summit Commercial a Do you have an intrusion alarm? Y or N (circle)		Zoning Approval Form)	
Total Building Square Footage - 1000			
Employee Headcount for this location: Full Time: 2 Part Time: Temporary:			
IF DOING ANY RETAIL SALES (provide copy of curre IF PHYSICAL ADDRESS HAS CHANGED WITHIN LEE' website at www.cityofls.net.			g forms located on
FEE CALCULATION (please check those that apply):  X \$50 Business License Fee (base fee penalty for delinquent license is total fee	5% per month not to exceed		
I declare under penalty of perjury that to the best	or my knowledge and belier	the statements made nerein	are true and correct.
X			// Date
The filing of this application or the granting of a bus provisions of the zoning code, and is further subject specific occupations and businesses. Payment by Ch	iness license neither confirm to all applicable federal, stat	te and local laws and regulation	l as regulated under t
FOR OFFICE USE ONLY License Effective from/ to		\$ License # _	



#### Dear Business Owner:

Enclosed you will find the **Business License Renewal Form** for the license year 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 <a href="http://dor.mo.gov/business/sales/notaxdue/">http://dor.mo.gov/business/sales/notaxdue/</a> 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, 2018 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 <u>not</u> be doing business in Lee's Summit during the next Business License year and you are not located in Lee's Summit, <u>please send notification</u>. 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.

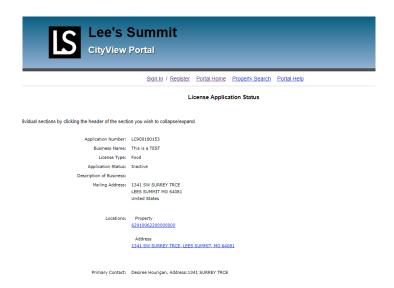
**STEP TWO**- Visit <a href="https://devservices.cityofls.net">https://devservices.cityofls.net</a> and click on Status and Fees under Business Licensing



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.



\*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.