

## 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)

PNC BANK, NA  
Licensing  
300 Fifth Ave 22nd floor  
Pittsburgh, PA 15222

### 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: 900 NW PRYOR RD LEES SUMMIT, MO 64081  
Business E-Mail Address:: [thomas.olsen@pnc.com](mailto:thomas.olsen@pnc.com)  
Legal Name of Business: (if different than DBA): PNC BANK, NA  
Type of Organization: Finance and Insurance  
Please provide your NAIC Code:

Renew on-line communications email address: [RealtyServicesTerritorySouthwest@pnc.com](mailto:RealtyServicesTerritorySouthwest@pnc.com)

(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)

**\*\*IMPORTANT!** If you would like to RENEW your Business License online, please visit <https://devservices.cityofls.net/renew-business-license.html> for instructions.

Business Phone Numbers :

Primary	Cell	Fax
9197885773		

Contact Information :

Primary	Secondary	Emergency
PNC BANK, NA, Address:300 Fifth Ave		PNC BANK, NA, Address:300 Fifth Ave

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**\*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: 5

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 SUMMIT, PLEASE SUBMIT A NEW ZONING FORM. Zoning forms located on website at [www.cityofls.net](http://www.cityofls.net).**

    X     \$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

X Tricia Walker X Territory Property Associate 3 / 8 / 23  
Signature of Owner(s) or Corporation Agent/Owner Title Date

**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 February 01, 2023 through January 31, 2024.

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 March 31, 2023 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".**

**\*\*IMPORTANT!** If you would like to **RENEW** your Business License online, please visit <https://devservices.cityofls.net/renew-business-license.html> for instructions.

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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