

Business License Renewal

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

Steven Roberts
Licensing
1201 NE WINDSOR DR
LEES SUMMIT, MO 64086

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: 1201 NE WINDSOR DR LEES SUMMIT, MO 64086
Business E-Mail Address::
Legal Name of Business: (if different than DBA):
Type of Organization: Construction
Please provide your NAIC Code:

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)

****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 |
|------------|------|-----|
| 8167149660 | | |

Contact Information :

| Primary | Secondary | Emergency |
|---|-----------|-----------|
| Steven Roberts, Address:1201 NE Windsor Dr., Phone:(816) 714-9660 | | |

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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:

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.

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 _____ X _____ / /
Signature of Owner(s) or Corporation Agent/Owner 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 March 01, 2025 through February 28, 2026. 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 2024/2025 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 April 28, 2025 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 816-969-1220.

Thank you for your prompt attention.