

Business License Renewal

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

PROGRESSIVE CASUALTY INSURANCE **Update:**

~~Licensing~~

~~P O BOX 83429~~

~~CLEVELAND, OH 44101~~

Progressive Casualty Insurance - Attn: RESD
603 Alpha Dr, Ste ON2
Highland Heights OH 44143

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: 400 SW LONGVIEW BLVD 125 LEES SUMMIT, MO 64081

Business E-Mail Address: ~~CMCFADD1@PROGRESSIVE.COM~~ **Update: RESD@Progressive.com**

Legal Name of Business: (if different than DBA):

Type of Organization: Finance and Insurance

Please provide your NAIC Code:

Renew on-line communications email address: RESD@Progressive.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
4406038885 Update: 877-329-7777	4407496401	4406037797

Contact Information :

Primary	Secondary	Emergency
CHERYL MCFADDEN, Address:603 ALPHA DRIVE, Phone:(440) 461-5000 Updates: Susan Jose Real Estate Service Specialist 1 Direct: 440-566-2043 Progressive Casualty Ins- Attn: RESD 603 Alpha Dr, Ste ON2Highland Heights, OH 44143 877-329-7777	DAVID SKOVE, Phone:(804) 364-6761 RESD (Real Estate Services Desk 877-329-7777; RESD@Progressive.com	FACILITIES HELP DESK, Address:PROGRESSIVE CASUALTY INSURANCE, Phone:(800) 436-5505 RESD (Real Estate Services Desk) 877-329-7777; RESD@Progressive.com

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

The nature of the business is an Insurance claims office. This location is for office-use only. No monetary sales will be generated.

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) **[Security/badging system will trigger silent alarm if forced or upon non-badged entry]**
Total Building Square Footage - 7085 **7904**
Employee Headcount for this location:
Full Time: ~~55~~ **Update: 43**
Part Time:
Temporary:

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

IF PHYSICAL ADDRESS HAS CHANGED WITHIN LEE'S SUMMIT, PLEASE SUBMIT A NEW ZONING FORM. Zoning forms located on website at www.cityofls.net.

FEE CALCULATION (please check those that apply): **Please advise re fees**

_____ \$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 Real Estate Service Specialist I
Title

06 / 12 / 25
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, 2024 through June 30, 2025. 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, 2024 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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