



One Detjen Drive
Crestwood, MO 63126
(314) 729-4700

OFFICE OF THE CITY CLERK

Dear Crestwood Business Licensee:

The time has come to renew your Crestwood business license for the 2023-2024 season, which runs from June 1, 2023 to May 31, 2024. We thank you for all your contributions to the Crestwood Community throughout the years.

Under the provisions of the City of Crestwood Municipal Code, business license applications as well as the reporting of tenant information, are both due each year on June 1. **Please complete the enclosed renewal application in its entirety and return it with payment before July 1 to avoid penalties.** Listed below are the necessary items, if applicable, plus payment **required** to complete the business permitting process:

- **Completed & Signed Application Form**
 - Please indicate which business address you would like your renewal information and business license mailed, or by default, it will be sent to the physical Crestwood location.
 - A signature certifying true statements is all Crestwood will require. Notarization of the form is no longer necessary.
- **Business Emergency Contract Form** (on the back of this letter)
 - For use by our Police Department, in case of an emergency
 - NOTE: This disclosure is optional for Home-Based Businesses.
- **Copy of Statement Certifying the Amount of Gross Receipts**
 - License applicants are required to pay license fees based on Gross Receipts or Square Footage, whichever is greater. The formula is located on the Business License Application.
- **For all businesses that collect sales tax, a No Tax Due Letter *is required* from the Missouri Department of Revenue, if applicable**
 - For questions, contact the Taxation Division at 573-751-9268 or taxclearance@dor.mo.gov
 - The City of Crestwood *will not* finalize your renewal application without a No Tax Due Letter
- **For all businesses that manufacture/contract, a Certificate of Insurance and/or Worker's Compensation are required, if applicable.**

The City requests that you return all information with a check (made payable to the City of Crestwood) to: Office of the City Clerk, One Detjen Drive, Crestwood, MO 63126. Please note: For remittance purposes, our office does not accept credit cards.

If your business has moved or closed, or if you plan to close or move during the license year, please notify us as soon as possible so we can close out the business license.

For any questions, contact the City Clerk's Office at (314) 729-4700.

Sincerely,

Helen Ingold
City Clerk



Business Emergency Notification Information

Business Information

Name: _____ Date: _____

Address: _____

Telephone: _____

Alarm (Y/N): _____ Alarm Company: _____

Alarm Company Phone Number: _____

Owner: _____ Phone: _____

Email Address: _____

Is there Hazardous Material on site? (Y/N): _____ Type: _____

Location: _____

Is there a Knox Box on the property? (Y/N): _____ Location: _____

Keyless Entry Instructions (if any): _____

Building Owner/ Property Management Company (if different from above)

Name: _____ Phone: _____

Emergency Notifications:

1 Name: _____ Phone: _____

2 Name: _____ Phone: _____

3 Name: _____ Phone: _____

Additional Comments: _____





One Detjen Drive
Crestwood, MO 63126
(314) 729-4700

OFFICE OF THE CITY CLERK

Business License Application

New Renewal

Crestwood Business Name

Crestwood Business Street Address City State ZIP

Crestwood Business Phone Number Business Email Address

Mailing Address/Corporate Mailing Address (if different) City State ZIP

Corporate/Other Contact Number Corporate/Other Email Address

Contact Name Title Tax I.D. or SSN Number

Type of business: Home-Based Commercial Property _____ # of Employees

Classification: Merchant Manufacturer Service Occupation Other _____

Does your business charge sales tax: Yes No MO Sales Tax Number: _____

BUSINESS LICENSE FEE STRUCTURE

<i>Gross Receipts or Square Footage *(Greater of the two)</i>		<i>Fee</i>
2022 Gross Receipts	Insert the amount of gross receipts made during the year _____ x \$0.00125	(Gross Receipts total)
Square Footage (minimum 100 sq. feet)	Insert the square feet of space occupied by this business: _____ sq. ft. x \$0.10	(Sq Footage total)
		*circle whichever is greater
Late Penalty (5% first month, then 2.5% each month; not to exceed 25%)		
TOTAL DUE		

* Please note: The minimum license fee is \$10. Business license renewals **must** include a copy of gross receipts. A copy of the statement page of the business' most recent tax filings showing the amount, gross receipt printouts from accounting software or a statement from the business' finance officer/accountant certifying the amount are acceptable practices.



One Detjen Drive
Crestwood, MO 63126
(314) 729-4700

OFFICE OF THE CITY CLERK

Remit all Information and Check (made payable to City of Crestwood) to:

City Clerk
1 Detjen Dr.
Crestwood, MO 63126

Crestwood Business License Application Checklist:

- Completed and Signed Application
- Business Emergency Contacts
- Copy of Statement Certifying the Amount of Gross Receipts
- No Tax Due Letter, if applicable
- Certificate of Insurance and/or Worker's Compensation, if applicable

If all you included everything, please sign below. If you have any questions, comments or concerns, please contact the City Clerk at 314-729-4700.

By signing below, you certify that the information given in this application is true to the best of your knowledge and belief and that any false statements on this form shall be punishable by law. The license is non-transferable.

Signature of Applicant

Printed Name

Title

Date

OFFICE USE ONLY

Accepted by & date:

Receipt #

Approved by & date:

License #

If new, what type of business:

If new, PW Occupancy #
