



City Clerk's Office
 300 North Coal Street
 Mexico, Missouri 65265
 (Voice) 573.581.2100
 (Fax) 573.581.2236
 www.mexicomissouri.net

Dear Applicant:

Please complete the enclosed business license application by furnishing all information requested, signing before a notary, and returning with your check for the proper amount.

The license fee is based on classification as indicated below and number of employees. In determining the number of employees for Class "A" and "B" include the average number of persons listed on the quarterly Social Security or Workman's Compensation Reports for the last two quarters, in the conduct of business.

The classes so specified are "A" & "B" & "S"-Special. The following fees apply:

<u>Class "A" and "C"</u>	<u>Class "B"</u>
Less than 8 employees \$25.00	Less than 8 employees \$50.00
From 8-39 employees 50.00	From 8-39 employees 100.00
From 40-199 employees 100.00	From 40-199 employees 200.00
200 or more employees 200.00	200 or more employees 400.00
Additional fee of Plumber 30.00	
Additional fee of Electrician 30.00	
	<u>Class "S"</u>
	Fee to be Determined

Classification for your license is:

LICENSE CODE: _____ **TOTAL DUE** _____

As of 2009, all businesses with a Missouri Retail Sales Tax Number must show a statement of "No Tax Due" before license will be issued or renewed.

Receipt of payment does not constitute automatic issuance of license.

ADDITIONAL REQUIREMENTS OF CONTRACTORS:

The City must have a copy of your certificate of insurance before license is issued. Contractors must show proof of Workman's Compensation insurance, if they have any employees. If no employees, waiver must be signed.

If you have any questions, please do not hesitate to call the City Clerk's Office.

Sincerely,

Marcy LeCount
 City Clerk