

TO: CITY OF BERKELEY MERCHANTS, MANUFACTURERS, AND MISCELLANEOUS SERVICE BUSINESSES LICENSE.

RE: BUSINESS LICENSE RENEWAL

PLEASE PROVIDE OUR OFFICE THE APPLICABLE INFORMATION LISTED BELOW, TO AVOID ANY FURTHER DELAY WITH YOUR BUSINESS LICENSE APPLICATION.

_____ MUST RE-APPLY FOR AN OCCUPANCY PERMIT FROM THE PUBLIC WORKS DEPARTMENT BEFORE THE BUSINESS LICENSE CAN BE ISSUED.

_____ APPLY FOR A SPECIAL USE PERMIT IF REQUIRED.

_____ APPLY FOR A SPECIAL USE PERMIT IN THE INSPECTIONS OFFICE.

_____ COMPLETE THE YELLOW INFORMATION SHEET ON BOTH THE OWNER AND THE MANAGER OF YOUR BUSINESS.

_____ A TRUE COPY OF THE COMPLETE SALES TAX RETURN FORM DOR53-1, AND/OR MONTHLY/QUARTERLY FORMS THAT WERE SUBMITTED TO THE STATE FOR LAST YEAR'S TAXES. WE REQUIRE COPIES FROM PERIOD JANUARY 1, THROUGH DECEMBER 31, 2015.

_____ SIGN THE ENCLOSED APPLICATION.

_____ APPLICANT'S SIGNATURE MUST BE NOTARIZED, OR WITNESSED BY A CITY OF BERKELEY FINANCE OFFICE EMPLOYEE.

_____ A COPY OF THE PAID 2015 REAL ESTATE TAX RECEIPT FOR YOUR BUSINESS.

_____ CERTIFICATE OF NO TAX DUE MUST BE INCLUDED IN YOUR RENEWAL COMPLETED PACKETS. REQUIRED BY THE STATE OF MISSOURI

_____ COMPLETE ORIGINAL APPLICATION AND RETURN IT TO OUR OFFICE.

_____ SEND LICENSE FEE.

_____ SUBMIT A LEGIBLE COPY OF THE ENCLOSED FORM.

IT IS IMPORTANT THAT YOU SUBMIT THE APPLICABLE REQUIREMENTS LISTED ABOVE AS SOON AS POSSIBLE. THE DEADLINE IS JANUARY 31ST OF EACH YEAR

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, YOU MAY CONTACT THE FINANCE DEPARTMENT AT 314-400-3722 OR 314-400-3721.

Berkeley City Manager