

REQUIREMENTS FOR BUSINESS LICENSES

1. COMPLETED BUSINESS LICENSE APPLICATION
2. APPLICABLE FEES
3. COPY OF YOUR ID
4. COPY OF ALL APPLICABLE INSURANCES, GENERAL LIABILITY & WORKMANS COMPENSATION (IF YOU HAVE EMPLOYEES & ARE INVOLVED IN THE BUILDING PROCESS.) YOU MUST HAVE WORKMANS COMP OR A SIGNED & NOTORIZED AFFIDAVIT.
5. INSURANCE CAN BE FAXED TO 417-649-6843
(MUST HAVE CITY OF CARL JUNCTION AS CERTIFICATE HOLDER)
6. LICENSES WILL NOT BE RENEWED UNLESS ALL FORMS ARE COMPLETED EACH YEAR ALONG WITH ALL UPDATED LICENSES AND INSURANCE DOCUMENTS.
7. YOU WILL BE RESPONSIBLE FOR GETTING ALL INFORMATION TO THE CITY OF CARL JUNCTION OR A BUSINESS LICENCE WILL NOT BE GIVEN OUT. IF YOU HAVE NOT RECEIVED A BUSINESS LICENSE BACK WITHIN 2 WEEKS YOU WILL NEED TO CALL TO FIND OUT IF MORE INFORMATION IS NEEDED.