

**8425 Airport Road, Berkeley, Missouri 63134 314-524-3313**

TO: **CITY OF BERKELEY** **MISCELLANEOUS SERVICE BUSINESSES LICENSE**

RE: **BUSINESS LICENSE CHECKLIST**

***PLEASE PROVIDE THE CITY OF BERKELEY FINANCE OFFICE WITH THE APPLICABLE INFORMATION LISTED BELOW TO AVOID ANY DELAY WITH YOUR BUSINESS LICENSE APPLICATION PROCESSING.***

* + **COMPLETE THE INFORMATION SHEET AND INCLUDE INFORMATION FOR BOTH THE OWNER AND THE MANAGER OF THE BUSINESS.**
  + **APPLICANT'S SIGNATURE MUST BE NOTARIZED.**
  + **A COPY OF THE PAID 2021 REAL ESTATE AND PERSONAL PROPERTY TAX RECEIPT FOR THE BUSINESS.**
  + **COMPLETE ORIGINAL APPLICATION(S) NOTARIZED AND RETURN TO OUR OFFICE.**
  + **COMPLETE CAMERA REGISTRATION APPLICATION AND RETURN TO OUR OFFICE. Camera must be installed on inside and outside of every business.**
  + **COMPLETE SIGN LICENSE APPLICATION IF APPLICABLE AND RETURN TO OUR OFFICE.**
  + **ENCLOSE CORRECT LICENSE FEE FOR ALL APPLICATIONS.**
  + **COPY OF STATE ID (DRIVERS LICENSE) FOR SIGNER OF APPLICATION**
  + **COPY OF RECEIPT FOR ANNUAL FIRE INSPECTION**

**IT IS IMPORTANT THAT YOU SUBMIT APPLICABLE**

**REQUIRED ITEMS LISTED ABOVE AS SOON AS POSSIBLE. THE DEADLINE FOR RENEWAL APPLICATION WITHOUT PENALTY IS JANUARY 31st OF EACH YEAR.**

If you require assistance with any of the above information, please contact the City of Berkeley Finance Department [dmertens@ci.berkeley.mo.us](mailto:dmertens@ci.berkeley.mo.us)

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***Signature of Applicant Date***