

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

TO: **CITY OF BERKELEY** **MERCHANTS, MANUFACTURERS, AND 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.**

**COMPLETE ORIGINAL APPLICATION(S) NOTARIZED AND RETURN TO OUR OFFICE.**

**ENCLOSE CORRECT LICENSE FEE FOR ALL APPLICATIONS.**

**ENCLOSE A COMPLETE CITY AND COUNTY BACKGROUND CHECK FROM SAINT LOUIS COUNTY POLICE DEPARTMENT**

**COPY OF STATE LIQUOR LICENSE**

**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 at [dmertens@ci.berkeley.mo.us](mailto:dmertens@ci.berkeley.mo.us)

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***Signature of Applicant Date***