

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

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

**A TRUE COPY OF THE COMPLETE SALES TAX RETURN FORM DOR53-l, AND/OR MONTHLY /QUATERLY/ANNUAL FORM THAT WERE SUBMITTED TO THE STATE FOR PRIOR YEAR'S TAXES. THE CITY OF BERKELEY REQUIRES COPIES TO COVER THE PERIOD JANUARY 1, 2022 THROUGH DECEMBER 31, 2022**

**APPLICANT'S SIGNATURE MUST BE NOTARIZED.**

**A COPY OF THE PAID 2022 REAL ESTATE AND PERSONAL PROPERTY TAX RECEIPT FOR THE BUSINESS.**

**CERTIFICATE OF NO TAX DUE MUST BE INCLUDED IN YOUR RENEWAL PACKET (REQUIRED BY THE STATE OF MISSSOURI).**

**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.**

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***Signature of Applicant Date***