



Village of Claycomo

City Hall & Police Department

115 NE 69 Hwy
Claycomo, MO 64119
P: 816-452-5539

Fire Department

333 NE 69 Hwy
Claycomo, MO 64119
P: 816-452-4612



Business License Application Instructions

Checklist	Completed Application	Claycomo Taxes paid	State Retail License	No Tax Due Letter	Annual Gross Receipts	Cert. of Liability Insurance	Certificate of Use & Occupancy	Passing Fire Inspection	Payment of all Fees
Sales									
Service			N/A	N/A	N/A				
Used Car Sales Only									
Used Car Sales & Svc									

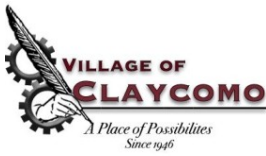
On August 24th, 2020 and September 14th, 2020, the Village of Claycomo passed several ordinances that effect the application and issuance process of obtaining a Business License in the Village of Claycomo. Please note the following instructions as the process might have changed since you last applied.

It shall be unlawful for any person or the managing officer of any business, company, partnership, corporation, franchise or subsidiary, branch or division of any business, company, partnership, corporation or franchise to exercise, carry on or engage in, within the Village, any type of the business or merchant's activities defined herein without obtaining a license therefor from the Village and paying the license tax as herein provided.

Business Licenses are required for retail Sales, Services (including tenant rentals & childcare), Used Car Sales and Services. This includes businesses wanting to provide services within the Village of Claycomo.

The procedure for obtaining a Business License in the Village of Claycomo is as follows:

- 1) Submit completed Application with required attachments.
 - a. Missouri Retail Sales License (not required for services)
 - b. Proof that all taxes has been paid such as a "No tax due letter".
 - c. Annual gross receipts or value of gross receipts (not required for services).
 - d. Certificate of Liability Insurance - minimum of one-million dollars (\$1,000,000) coverage.
 - e. Certificate of Use and Occupancy - if this is a license renewal, you will need to submit a copy of the current Certificate of Use and Occupancy (COU&O) (see Section #4), otherwise you will need to have a Building Permit issued for a Building Inspection.
 - f. Operational Permit supporting documentation (if applicable). This includes Hazardous Materials Information Sheet(s), Site Layout Map, Missouri Tier II (see Section #5).
- 2) Submit a passing Fire Inspection Report that had been completed within the last 4 months, or schedule one to have completed before issuance of Business License.
- 3) Pay the required fee.
 - a. Service-related businesses = \$50
 - b. Retail sales related business = one hundredth of one (0.01) percent of annual gross receipts. (minimum of \$50)
 - c. Operational Permits = refer to chart.
 - d. Building Inspection Fee = \$10 Deposit, \$40/hr for Clay County Inspection. For Full and Temporary Certificate of Use and Occupancy. Legacy should not require Clay County Insp.
 - e. Fire Re-inspection fees if applicable (only apply if a 2nd and subsequent re-inspections occurs).
- 4) Board approves Business License Application. Board meets on the 2nd or 4th Monday of each month. Completed applications need to be submitted by end of business on the Wednesday before a board meeting to be placed on the agenda. Your application may be approved, and will be pending all inspections have passed before it is issued.



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The Application has six sections that need to be completed:

- 1) Business Information
- 2) Owner Information
- 3) Emergency Contacts
- 4) Certificate of Use and Occupancy (COU&O)
- 5) Operational Permits
- 6) Acknowledgement

Instructions

Section #1

Business Information: Business name, physical location of the business and mailing addresses (if different), contact information and nature of business.

Section #2

Owner Information: business & building owners and their contact information. If the building is not located in Claycomo, they we do not need the building owner information.

Section #3

Emergency Contact Information: Who we would need to contact outside of business hours. Please list them in preferred order that you would want us to call. Indicate their title, whether they have keys to the business. When you list their phone numbers, indicate if it is home, cell, pager, or other.

Section #4

Certificate of Use and Occupancy (COU&O): This is required for each non-residential building/structure, and occupancy (tenant space) in the Village of Claycomo. The Fire Department can help in clarifying/classification. This information will be used for pre-planning and the issuance of a certificate. A Certificate is required for each commercial/business structure and/or occupancy type portion.

Structure Specifications – This is the building itself. If you are occupying/renting a portion of the building, fill out what you know. If you are renting or own the structure itself then you need to complete this section.

Occupancy – This is for the area being applied for.

The Certificate of Use and Occupancy is for businesses that have met compliance with current adopted codes and shall remain valid until one of the following conditions require a new certificate of occupancy:

- 1) Change of ownership
- 2) New business
- 3) Expanding into additional space
- 4) Occupying a new location
- 5) A construction project modifying the structure is complete

For businesses that have current Business License (as of October 2020), you will qualify for a COU&O: Legacy, that just requires a Fire Inspection (you need anyways), and it will remain valid until one of the conditions listed above.



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For new businesses, you will need to obtain a COU&O or COU&O Temporary to start moving into business. You will need to have apply for a Building Permit through us, Clay County Planning and Zoning will perform the actual building inspection, and the Fire Department will conduct the Fire Inspection.

A site / floor plan is required for initial Certificate of Use and Occupancy, or anytime there are any significant changes. Also indicate location of the Knox Box. A printable grid paper and additional Information can be found at: <https://claycomo.org/certificate-of-use>

Section #5

Operational Permits: Lets us know and prepare for potentially hazardous materials or operations are performed.

A property owner or owner's authorized agent who intends to conduct an operation or business, or install or modify systems and equipment that are regulated by the 2018 International Fire Code (IFC), or to cause any such work to be performed, shall first make application to the fire code official and obtain the required operational permit. An operational permit allows the applicant to conduct an operation or a business for which a permit is required by Section 105.6 of the IFC for either a prescribed period, or until renewed or revoked.

Some of the Permits have required fees and documentation that goes along with it (Hazardous Materials Information Sheet, Site Map, and/or Missouri Tier II form. Refer to "Fee" and "REQS" columns. If you require more than one of an operational permit (multiple areas or buildings), there would only be one charge for each type of permit needed.

There are over 50 Operational Permits listed in the International Fire Code, too many to list here. You can find the full listing with descriptions and reference tables, and additional information on our Operational Permits page of our website here: <https://claycomo.org/operational-permits>.

Occupancy/Business Types, examples, **POSSIBLE** Operational Permits and Supporting documents.

Assembly - Restaurants, Churches, Dancing studios, Library, Outdoor assembly events.

Permits: Places of assemblies, Open flames and candles, Outdoor assembly events, liquid or gas-fueled vehicles or equipment in assembly building.

Supporting Documentation: Site Map.

Business - Offices (Bank, animal, car wash, clinic, professional services)

Permits: Varies

Supporting Documentation: Varies

Industrial – Ford, Metal/welding businesses

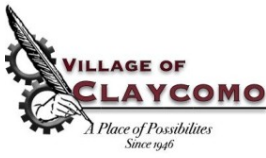
Permits: Compressed Gases, Cryogenic fluids, flammable and combustible liquids, hazardous Materials, Hot work operations, Industrial ovens, LP Gas, Magnesium, miscellaneous combustible storage, repair garages and motor fuel dispensing, spraying and dipping.

Supporting Documentation: Site map, HMIS and/or Missouri Tier II.

Mercantile - Retail stores, gas stations, auto sales

Permits: Aerosol products, Compressed Gas, Flammable and combustible liquids, High-piled storage, LP Gas, Motor fuel-dispensing facilities.

Supporting Documentation: Site map, HMIS and/or Missouri Tier II.



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Storage – Motor Fuel Dispensing facilities, Work and maintenance shops, repair garages, storage units, Warehouses, Junk Yards

Permits: Compressed gas, flammable and combustible liquids, High piled storage, Hot work operations, LP gas, miscellaneous combustible storage, repair garages and motor fuel dispensing facilities, Waste handling.

Supporting Documentation: Site map, HMIS and/or Missouri Tier II.

Miscellaneous/Utility – Sheds, Carports, Communication Equipment, Barn.

Permits: Depends

Supporting Documentation: Depends

Supporting Documentation Explanations

Hazardous Materials Information Sheet/Listing (HMIS): Downloadable form can be found on our website. This can be used for chemicals that meet the requirements described in the Operational Permits Definitions located on our prevention and business pages but is below the Missouri TIER II requirements.

Site Map/Layout: This is used to provide us with a layout of the business or property to show us where hazards, utilities, exits, access, dangers, hydrants, and other key information is. You can use google maps aerial view for outside site maps. Layouts should look like Escape Plan or architectural drawing. If you do not have access to either of those, then you can use the provided form that can be found on our prevention website. It does not have to be to an exact scale, but close proximity and legible would be greatly appreciated.

Missouri TIER II Form: The requirement applies to any person engaged in business in Missouri having ten thousand pounds (10,000 lbs.) or more of a hazardous chemical at a facility or five hundred pounds (500 lbs.) or more (or the threshold planning quantity, whichever is less) of an extremely hazardous substance shall complete the Missouri Tier Two form for all such hazardous chemicals and extremely hazardous substances.

Section #6

Acknowledgement: Signatures are placed here. All signatures are required.

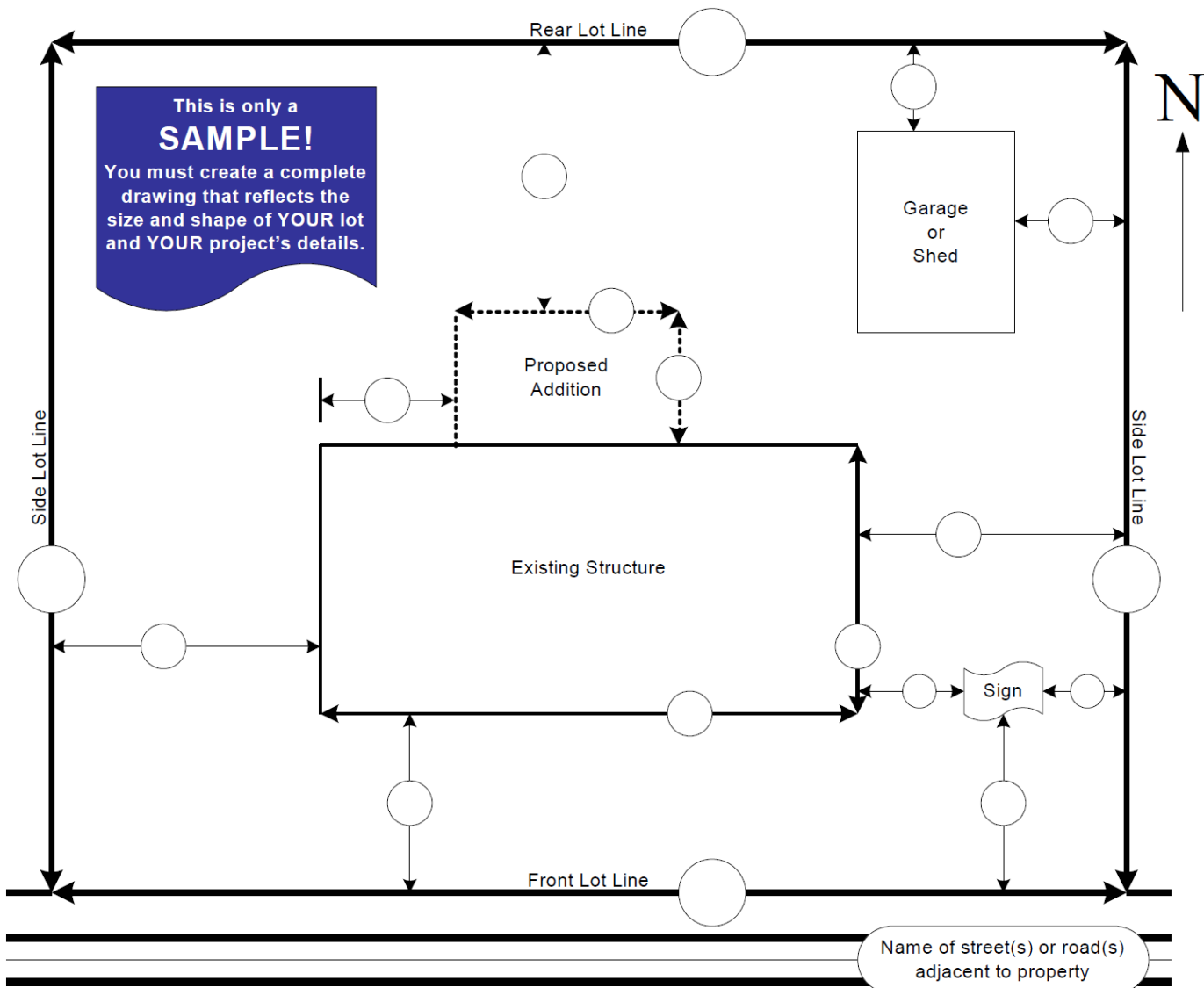
Notes:

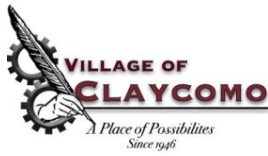
Sample Site Plan

Printable Grid paper is available on our website <https://claycomo.org/certificate-of-use>

- 1) On an 8-½ x 11 sheet of standard paper (or larger), draw your individual property. Your drawing MUST show adjacent street(s) and roads(s), with a direction arrow indicating north.
- 2) Show ALL buildings, mobile homes, garages, sheds and any other structures on your property on the site plan,
- 3) After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).

The drawing below is SAMPLE ONLY. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect YOUR property and YOUR project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s).





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Claycomo Business License Application

Please refer to Business License Application Instructions to complete this form.

For Official Use Only		
App Rec'd:	Lic Iss'd Date:	License #:
Pymt Method:	Amt Pd:	Bldg #:
Occ ID:	Project #:	COU&U #:

Section #1 Business Information		
Name:		Previous License #:
Type of Business:		
Physical Address:		Mailing Address:
Phone:	Fax:	Date of Occupancy:
E-Mail Address:		Website:
Nature of Business:		

Section #2 Owner Information		
Business Owner Info		
Name:		Phone:
Address:		
E-Mail Address		
Building Owner Info		
Name:		Phone:
Address:		
E-Mail Address:		Keys: <input type="checkbox"/> Y / <input type="checkbox"/> N

Section #3 Emergency Contact Information				
Alarm Service Providers				
Security	Name:		Phone:	
Fire	Name:		Phone:	
Emergency Contacts: Please list in calling order.				
Name	Title	Keys	Indicate [H]ome, [C]ell, [P]ager, [O]ther	
		<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/>	<input type="checkbox"/>

Section #4 Certificate of Use and Occupancy				
Structure Specifications (complete one for each structure)				
Year Built:	_____ (if known)	_____ # of Floors	Square Ft of Structure: _____	
Foundation:	_____ Poured Concrete	_____ Block		
Framing:	_____ Wood	_____ Metal	_____ Block	_____ Brick Other: _____
Roofing:	_____ Asphalt Shingle	_____ Metal	_____ Ceramic	



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Occupancy (one for each occupancy type)

Suite/Building:

Key in Knox Box?:

Type of Occupancy: ☐ Multi-Family Residential ☐ Commercial

Dimensions: ' Height ' Width ' Length

Total Square Footage # of Floors SqFt / Floor

Sprinklers System: ☐ Y / ☐ N

Additional information & forms for multiple buildings can be found at: <https://claycomo.org/certificate-of-use>

Section #5 Operational Permits

Additional Information can be found at: <https://claycomo.org/operational-permits>

✓	Fee	Permit Name	REQS	✓	Fee	Permit Name	REQS
	\$50	Aerosol products.	1			Liquid -or gas-fueled vehicles or equip in assembly building.	1, 2
		Amusement buildings.	2			LP-gas.	1, 2
		Aviation facilities.		\$50		Magnesium.	1, 2
		Cellulose nitrate film.				Miscellaneous combustible storage.	
		Combustible dust-producing operations.				Mobile food preparation vehicles.	
		Combustible fibers.				Motor fuel-dispensing facilities.	1, 2, 3
\$50		Compressed gases.	1, 2			Open flames and torches.	
		Covered and open mall buildings.				Open flames and candles.	
\$50		Cryogenic fluids.	1, 2			Organic coatings.	
		Dry cleaning.				Places of assembly.	2
\$150		Explosives.	1, 2, 3			Plant extraction systems.	
		Fire hydrants and valves.				Private fire hydrants.	
\$50		Flammable and combustible liquids.	1, 2, 3	\$50		Pyroxylin plastics.	1, 2
		Floor finishing.				Refrigeration equipment.	
		Fruit and crop ripening.				Repair garages and motor fuel-dispensing facilities.	1, 2, 3
		Fumigation and insecticidal fogging.				Rooftop heliports.	
\$50		Hazardous materials.	1, 2, 3	\$50		Spraying or dipping.	1, 2
\$50		HPM facilities				Storage of scrap tires and tire byproducts.	
		High-piled storage.				Tire-rebuilding plants.	
		Hot work operations.	1,2			Waste handling.	
		Industrial ovens.				Wood products.	
		Lumber yards and woodworking plants.					

Key: 1 = Hazardous Materials Listing*, 2 = Site Map** with Key, 3 = Missouri Tier II Registration
Safety Data Sheets (SDS) formerly known as MSDS sheets are required to be on site and available for review by FD or employees.

*Additional Material listing available on our website. www.claycomo.org/prevention

**Site Map does not have to be to scale, but close approximation would be appreciated.

Short Term/Temporary Operational Permits

✓	Fee	Permit Name	REQS	✓	Fee	Permit Name	REQS
		Carnivals and fairs.	2			Open burning - Recreational	
		Cutting and welding.				Outdoor assembly event.	2
		Exhibits and trade shows.		\$150		Pyrotechnic special effects material.	1, 2, 3
\$150		Explosives.	1, 2, 3			Temporary membrane structures and tents.	
		Open burning - Land clearing					



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Section #6 Acknowledgment and authorized signatures (both signatures required)

I, the undersigned do hereby authorize the submittal of this application and associated documents and certify and affirm by my signature that all information I have provided herein is true and correct. I do hereby agree to abide by and comply with all applicable Claycomo Municipal Codes and conditions of approval.

I further understand that any violations from the provisions of said codes and conditions of approval shall constitute cause for the retraction of this permit, enforcement and penalties as prescribed by the Claycomo Codes shall be applied. I understand that this application is non-transferrable and that changes may require resubmittal of a new application. I understand that in any case, this application must be renewed annually.

Business Owner:

Signature: _____

Date: _____

Print Name: _____

Title: _____

Property Owner:

Signature: _____

Date: _____

Print Name: _____

Title: _____

Missouri House Bill 1549

Illegal aliens and Immigration Status Verification, requires that any business that knowingly employs an illegal alien will result in the suspension of a company's applicable local licenses, permits, or exemptions.

Signature of the applicant is required to attest to compliance of this bill.

Comes now _____, owner/legal representative of the business know as _____, and being duly sworn state said Missouri business or corporation does not employ illegal aliens and, furthermore, complies with all rules and regulations required in State of Missouri HB 1549.

Signature: _____

Date: _____

Print Name: _____

Title: _____

Workers Compensation Affidavit

(Complete only if exempt, otherwise submit proof of workers compensation liability.)

Comes now _____, owner/legal representative of the business know as _____, and being duly sworn state said Missouri business/or corporation is not required to have worker's compensation coverage pursuant to Chapter 287 of the Revised Statutes of Missouri.

Signature: _____

Date: _____

Print Name: _____

Title: _____