



# CAMDENTON Missouri

437 West US Highway 54, Camdenton Missouri 65020 • (573) 346-3600

## **BUSINESS LICENSE INFORMATION**

*License Period June 1 through May 31 annually*

Chapter 605 of the Camdenton Municipal Code regulates licenses for businesses within the City of Camdenton. Below are the requirements for all new businesses, followed by additional requirements by the type of business being opened. This information must be submitted and your license approved prior to opening.

### **All New Businesses:**

- Complete the Business License Application
- Register Legal Name with the Missouri Secretary of State
- Register Fictitious Name/DBA (any name used for business other than legal name) with the Missouri Secretary of State, if applicable
- Contact the Camden County Assessor's Office to register personal property for the business
- All permits must be obtained: sign, building, liquor, health dept., etc. Check [www.camdentoncity.com](http://www.camdentoncity.com) for requirements.
- Knox Box with current keys installed on the front of the building.
- Remit the license fee by cash or check (Fees range from \$15 to \$100 based on business type)

### **Additional Requirements by Business Type:**

- Retail
  - Missouri Sales Tax Number & Certificate of NO TAX DUE with Camdenton designation
- Food Preparation / Sales
  - Missouri Sales Tax Number & Certificate of NO TAX DUE with Camdenton designation
  - Camden County Health Department Permit
- Alcohol Sales / Service (License period July 1 – June 30 annually)
  - Missouri Sales Tax Number & Certificate of NO TAX DUE with Camdenton designation
  - Copy of State of Missouri and Camden County Liquor Licenses
- Contractor or General Contractor
  - Complete the Application for Contractors License
  - Proof of Workers' Compensation Insurance Coverage (if exempt, submit notarized Affidavit of Exemption for Workers' Compensation form)
- Home-Based
  - Home Occupation Checklist
  - Same requirements for all businesses and types (no inspection required)

Business license renewals need to be completed yearly or if the business changes location or ownership. More information on these codes and ordinances visit [www.camdentoncity.com](http://www.camdentoncity.com) and click on City Code. More information is available by calling Camdenton's Building Official or Code and Fire Official at 573-346-3600. A copy of the International Property Maintenance Code is available for viewing at Camdenton City Hall.

**Additional Contacts Listed on Back**

**Questions? Contact the Camdenton City Hall at 573-346-3600**

## **CITY OF CAMDENTON CONTACTS:**

### **City of Camden**

Phone: (573) 346-3600  
Fax: (573) 346-2926  
E-mail: [cityhall@camdentoncity.com](mailto:cityhall@camdentoncity.com)

### **Camdenton Police Department**

Phone: (573) 346-3600  
Fax: (573) 346-7920  
E-mail: [policedept@camdentoncity.com](mailto:policedept@camdentoncity.com)

### **Mid-County Fire Protection District**

Phone: (573) 346-2049  
Fax: (573) 346-1045  
Burn Permits: (573) 346-3262

### **Camden County Health Department**

Phone: (573) 346-5479  
Fax: (573) 346-0173  
E-mail: [bee.dampier@lpha.mo.gov](mailto:bee.dampier@lpha.mo.gov)

## **ADDITIONAL CONTACTS:**

Missouri Secretary of State  
Register business' legal or fictitious name  
(573) 751-4936

Missouri Department of Labor  
Workers' Compensation (Contractor's Only)  
(573) 751-4231

Missouri Alcohol & Tobacco Control  
Missouri Liquor License  
(573) 751-5454

Camden County Health Department  
Food Inspection and Permits  
(573) 346-5479

Missouri Department of Revenue  
Missouri Sales Tax and Certificate of No Tax Due  
(573) 751-5860

Camden County Assessor's Office  
Business Personal Property  
(573) 346-4440

Camden County Collector's Office  
Merchant's License  
(573) 346-4440

Camden County Clerk's Office  
County Liquor License  
(573) 346-4440



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## APPLICATION FOR A CITY BUSINESS LICENSE

License expires May 31 of each year. Beginning July 1, a penalty will be added for each month the license is delinquent and business has been conducted in the City of Camdenton. Fees are based on the type of license obtained, date of approval and date that the business begins operating in Camdenton.

**\*\*PLEASE NOTE – A COPY OF ANY STATE / COUNTY AGENCY REQUIRED LICENSE MUST ACCOMPANY THIS APPLICATION\*\***

### A BUSINESS MAY NOT OPERATE UNTIL A BUSINESS LICENSE IS APPROVED AND ISSUED

#### BUSINESSES PHYSICALLY LOCATED IN CAMDENTON, PLEASE INCLUDE

City Code Section 605.030 (B)

If Sales Tax is collected a "No Tax Due" Letter from the Missouri Department of Revenue (573-751-9298 or <http://dor.mo.gov/>) must accompany the application.

Missouri Retail Sales Tax License Number \_\_\_\_\_ EIN/FIN # \_\_\_\_\_

#### BUSINESS CLASSIFICATION / OWNERSHIP

City Code Section 605.010

Please indicate Ownership Status: \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation

\_\_\_\_\_ LLC \_\_\_\_\_ LLP \_\_\_\_\_ Professional \_\_\_\_\_ Not for Profit (Please provide 501c3 Documentation)

Other – Please Explain \_\_\_\_\_

#### APPLICANT INFORMATION

Name of Business

dba, if applicable

Mailing Address

Physical Address, if applicable

City, State, Zip

City State, Zip

Business Phone Number

Business Fax Number

Number of Employees, other than owner

Email Address

Manager Name

Manager Phone Number

Owner Name

Owner Phone Number

Owner Mailing Address

Owner City, State, Zip

Detailed Description of Business, Organization, Trade

How many employees will be employed?





## ADDITIONAL OWNER'S INFORMATION, IF APPLICABLE

Additional Owner's Name

Additional Owner's Phone Number

Additional Owner's Mailing Address

City, State, Zip

Additional Owner's Email Address

## TO BE CONSIDERED FOR A LICENSE TO CONDUCT BUSINESS IN THE CITY OF CAMDENTON, APPLICANTS MUST PROVIDE THE FOLLOWING (PLEASE INITIAL NEXT TO EACH NUMBER THAT YOU HAVE READ & UNDERSTAND):

### ALL BUSINESSES:

1. \_\_\_\_\_ The applicant must submit with the application the appropriate license fee as required by City Code Section 605.030.
2. \_\_\_\_\_ The Application for a Business License for any business with or without a physical location inside the City Limits must be completed and signed by the owner/managing officer of the business. A new application is required if there is a change in ownership, change in location or change in occupancy type per City Code 605.090.
3. \_\_\_\_\_ All licenses required by the City, unless otherwise specified in this Chapter shall be issued by the City Clerk, subject to the approval of the Board of Aldermen. The Board of Aldermen shall have the right to revoke or disapprove any license issued by the City Clerk in a month previous to the regular meeting of any Board of Aldermen. It shall be the duty of the City Clerk to issue a license in conformity with the requirement contained in this Chapter and upon payment of the proper license taxes required.

### ONLY BUSINESSES WITH A PHYSICAL LOCATION IN THE CITY:

1. \_\_\_\_\_ In an effort to safeguard life and property of the citizens of Camdenton the following procedures shall be followed relating to the issuance of a Certificate of Occupancy:
  - a. NEW OR CHANGES OF OWNERSHIP / LOCATION / OCCUPANY BUSINESS INSPECTION:
    - i. Inspections will be coordinated with the Code & Fire Official for compliance with the Fire Prevention Code. There is a checklist attached concerning items the Code & Fire Official will inspect. Not all items on this checklist will apply to every business location and there may be additional items that will be inspected that are not included on this list for certain type of businesses. This list is provided as a guide, so you, the business owner/manager, can address these issues prior to calling to schedule your inspection. **IT IS YOUR RESPONSIBILTY TO CONTACT THE CODE & FIRE OFFICIAL TO SCHEULE YOUR INSPECTION, 573-346-3600 extension 233.** Any code violation will be noted and a letter of insufficiency and be issued to the owner/manager.
    - ii. The Certificate of Occupancy and/or Business License will not be issued before all Code Violations are corrected.
    - iii. At the Code and Fire Officials discretion a temporary certificate of occupancy may be issued in instances where the building is safe to occupy and determined that the materials necessary to mitigate the violation is ordered and not available from other sources.



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## ONLY BUSINESSES WITH A PHYSICAL LOCATION IN THE CITY OF CAMDENTON (continued):

2. \_\_\_\_\_ In an effort to safeguard life and property of the citizens of Camdenton the following procedures shall be followed relating to the issuance of a Certificate of Occupancy:
  - a. NEW OR CHANGES OF OWNERSHIP / LOCATION / OCCUPANY BUSINESS INSPECTION:
    - i. Inspections will be coordinated with the Code & Fire Official for compliance with the Fire Prevention Code. There is a checklist attached concerning items the Code & Fire Official will inspect. Not all items on this checklist will apply to every business location and there may be additional items that will be inspected that are not included on this list for certain type of businesses. This list is provided as a guide, so you, the business owner/manager, can address these issues prior to calling to schedule your inspection. **IT IS YOUR RESPONSIBILITY TO CONTACT THE CODE & FIRE OFFICIAL TO SCHEULE YOUR INSPECTION, 573-346-3600 extension 233.** Any code violation will be noted and a letter of insufficiency and be issued to the owner/manager.
    - ii. The Certificate of Occupancy and/or Business License will not be issued before all Code Violations are corrected.
    - iii. At the Code and Fire Officials discretion a temporary certificate of occupancy may be issued in instances where the building is safe to occupy and determined that the materials necessary to mitigate the violation is ordered and not available from other sources.
3. \_\_\_\_\_ If you will be installing signage or changing existing signage for your business, you must complete a sign permit application (see attached). Complete Sign Code Section 440.200 is available online at [www.camdentoncity.com](http://www.camdentoncity.com)
4. \_\_\_\_\_ Any renovations/remodels of the business structure inside or outside may require a building permit. Please contact the Building Official at 573-346-3600 extension 231 **PRIOR** to beginning any work to discuss your plans and need for periodic inspections. Failure to obtain a building permit to any construction could result in additional fines and fees being assessed as well as work being redone.
5. \_\_\_\_\_ The City of Camdenton may terminate all utility services it provides any person, business or corporation conducting business in the City of Camdenton without a current business license. In the event utility services are terminated as provided herein, no utility services shall again be provided such person, business or corporation conducting business in the City of Camdenton until a current business license has been purchased and all penalties and utility disconnect /reconnection fees have been paid in full. The City of Camdenton shall give each person, business or corporation at least five (5) days written notice of its intention to terminate utility services by delivering said notice to the office of the person, business or corporation. Actual receipt of said written notice by such person, business or corporation is not necessary.

## FOR OFFICE USE ONLY

LICENSE NUMBER \_\_\_\_\_

CITY CLERK APPROVAL \_\_\_\_\_

AMOUNT PAID \_\_\_\_\_

EMAILED TO LICENSE GROUP \_\_\_\_\_

DATE PAID \_\_\_\_\_

SENT FOR INSPECTIONS \_\_\_\_\_

DATE INSPECTION APPROVED / BY WHOM \_\_\_\_\_

DATE LICENSE ISSUED \_\_\_\_\_



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## FOR BUSINESSES WITH A PHYSICAL LOCATION INSIDE CITY - 9-1-1 INFORMATION SHEET – PLEASE PRINT

Business Name

Physical Address

City, State, Zip

Business Phone Number

Building Owner Name, if different

Building Owner Phone Number

### Business Hours

Weekdays:

Weekends:

Does your Business have an Alarm System? \_\_\_\_\_ Fire Sprinkler System? \_\_\_\_\_

Alarm Company \_\_\_\_\_

Alarm Company 24 Hour Phone Number: \_\_\_\_\_

Please list any hazardous material and their location in the business for the safety of the First Responders who will respond:

## KEY HOLDER INFORMATION - OUTSIDE OF NORMAL BUSINESS HOURS

Name / Title

Phone Numbers:

Name / Title

Phone Numbers:

Name / Title

Phone Numbers:

Be sure to list at least one (1) Key Holder as it is important that the Police Department be able to contact someone with access to the business in the event of an emergency. If information on the list form changes, please contact City Hall 573-346-3600 to obtain a new form.

**NOTE:** Information on this form is strictly confidential and WILL NOT be released to the Public. Information will be released only to the Camdenton Police Department and Camden County Sheriff's Department, as they handle all 9-1-1 Emergency Calls & Dispatching Services for the City of Camdenton.



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## BUSINESS LICENSE AFFIDAVIT OF OWNING A BUSINESS & WORK AUTHORIZATION

State and/or Federal Law provisions regulate the presence of aliens in the United States. I understand that pursuant to 2008 State Statute 285.530 certain public benefits are prohibited by law from the being provided to aliens unlawfully present in the United States and that I do not and will not knowingly employ a person who is an unauthorized alien in connection with the business for which the permit or license has been or is being obtained and assert that the obtaining of the permit or license will not violate the prohibition on providing certain public benefits for aliens unlawfully present in the United States as set forth in State Statute 285.530. Should I become aware, after issuance of the permit or license and during the term of the permit or license that the business is in violation of State Statute 285.530, I will immediately notify the City of the violation and failure to do so may result in denial/revocation/suspension of the permit or license. After notification of the violation is provided to the City, the business shall immediately advise the city of steps being taken to correct the violation. A failure to timely correct the violation may result in denial/revocation/suspension of the permit or license.

I affirm that, I, \_\_\_\_\_, am a citizen of the United States. I also affirm that my company, \_\_\_\_\_ does not and will not knowingly employ a person who is an unauthorized alien.

In Affirmation thereof, the facts stated above are true and correct.

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

## APPLICANT CERTIFICATION

**NOTICE TO ALL BUSINESS OWNERS IN THE CITY LIMITS OF CAMDENTON: AS REQUIRED BY MISSOURI STATE STATUTE 144.083.4 RSMo.** Verification of paid Missouri State Sales Tax (No Tax Due Letter from the Missouri Department of Revenue) must be submitted with this application. A copy of the Missouri Retail Sales Tax License listing the City of Camdenton must accompany this application.

WE/I UNDERSTAND THIS BUSINESS LICENSE AUTHORIZES ONLY THE VENDING OF GOODS, WARES, MERCHANDISE AND/OR SERVICES FOR THE ACTIVITY DESCRIBED IN THE DETAILED DESCRIPTION OF BUSINESS ACTIVITY FOR THIS APPLICATION. **Please Initial that you have read and understand this:** \_\_\_\_\_

## CERTIFICATION STATEMENT

Issuance of this Occupational License does not ensure that the applicant is compliant with Camdenton City Code. Applicants are urged to make their own inquiries to ensure legal compliance regarding these areas. I hereby certify that the business/occupation I intend to pursue under the authority of the license for which I am applying does not violate or otherwise conflict with existing laws of the State of Missouri. I hereby state the information contained herein is true, correct and complete to the best of my knowledge. I also acknowledge that this is only an application and is not approval to operate a business. **Please Initial that you have read and understand this:** \_\_\_\_\_

WE/I UNDERSTAND THAT PER CITY CODE 400.080 THAT IT IS NOT PERMISSIBLE FOR ANYONE TO LIVE IN OR STAY OVERNIGHT IN ANY BUSINESS UNLESS SPECIFICALLY ZONED FOR DWELLING PURPOSE. **Please Initial that you have read and understand this:** \_\_\_\_\_

## CERTIFICATION

I am authorized by the applicant to sign on his/her behalf and have read fully and completely this application and all laws or ordinances referred to herein. The information contained herein is true, correct and complete to the best of my knowledge, information and belief.

**SIGNATURE OF PRINCIPAL OFFICER**

**DATE**

\_\_\_\_\_

\_\_\_\_\_



## CODE AND FIRE OFFICIAL INSPECTION CHECKLIST

**IT IS YOUR RESPONSIBILITY TO CONTACT THE CODE & FIRE OFFICIAL WITH THE CITY OF CAMDENTON TO SCHEDULE YOUR LIFE SAFETY INSPECTION. CALL 573-346-3600 extension 233 TO SCHEDULE YOUR INSPECTION.**

Not all items on this checklist will apply to every business location and there may be additional items that will be inspected that are not included on this list for certain type of businesses. This list is provided as a guide, so you, the business owner/manager, can address these issues prior to calling to schedule your inspection.

<b>COMPRESSED GASES</b>	<b>FIRE DOORS</b>
Cylinders Secured	Doors Close Properly
Cylinders Labeled	Door Unobstructed
<b>COOKING APPLIANCES</b>	<b>FIRE EXTINGUISHERS</b>
Hood System Cleaned	Properly Identified
System Inspected	Installed Correctly
Pull Station Accessible	Easy to Access
All Fuel Shut Offs in Place	Annually Inspected
Proper Fire Extinguisher	Proper Type for Hazard
<b>EGRESS DOORS &amp; AISLES</b>	<b>FLAMMABLE LIQUID STORAGE</b>
Exit Doors Not Blocked/Locked	Stored in Approved Cabinet
Panic Hardware Operational	Ignition Sources Removed
Exit Doors Open Fully	<b>HEATING EQUIPMENT</b>
Exit Aisles Maintained (36" min)	Combustibles Minimum 36" Away
<b>ELECTRICAL</b>	Filters Clean & Free of Build Up
Cover Plates on all Outlets/Switches	Vent Pipes Properly Connected
Extension Cords for Temporary Use Only	<b>MISCELLANEOUS</b>
Electric Panel Properly Marked	Knox Box Contains Current Keys
All Blanks Filled in Electrical Panel	MSDS Readily Accessible
Minimum 3' Clearance around Electric Panel	Address Posted/Visible/Maintained
<b>EXIT SIGNS</b>	<b>SPRINKLER SYSTEM</b>
Illuminates Appropriately	FDC Visible & Marked
<b>EMERGENCY LIGHTS</b>	System Inspected & Tagged Annually
Lights Work When Tested	Protective Caps on FDC
Lights Properly Aimed	No Storage within 18" of Ceiling
Free of Obstructions	Valves Secured in Open Position
<b>FIRE ALARM SYSTEM</b>	System Design Plate Present
Reset Instructions Posted	<b>HOUSEKEEPING</b>
Key to Unlock Panel Accessible	Waste Removed
Inspected Annually	Storage Minimum 24" from Ceiling
Detectors Operational	Smoking Material in Metal Container



Permit # \_\_\_\_\_

**CITY OF CAMDENTON  
OFFICE OF THE BUILDING OFFICIAL  
SIGN PERMIT APPLICATION**

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**ANY SIGN THAT IS ERECTED WITHOUT A LEGAL SIGN PERMIT WILL BE REQUIRED TO PAY  
150% OF THE STANDARD SIGN PERMIT FEE.**

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BUILDING OWNER: \_\_\_\_\_

DESCRIPTION OF SIGN: \_\_\_\_\_

HEIGHT OF SIGN: \_\_\_\_\_ FT. SQUARE FT: \_\_\_\_\_

NAME OF PERSON, FIRM, CORPORATION, OR ASSOCIATION ERECTING SIGN: \_\_\_\_\_

- Attach copy of specifications used in anchoring or attaching sign
- Attach copy of sign design/art work at a minimum of a 1/2" scale.
- Attach plot plan showing property lines and building lines, proposed and existing buildings, and sign structures.
- Attach written consent of the owner of the building, structure of land to which, or on which, the structure is to be erected.
- All illuminated signs shall bear the underwriters laboratories label or built to comply with UL requirements.
- **Digital signs: Attach written certification that the sign is equipped with auto-dimming technology.**
- Such other information the building official shall require showing full compliance with this and all other laws and ordinances of the city. Application must be completed in detail.
- Wind shear factors and professional design required for all pole signs.

**PLEASE NOTE:** NO SIGNS SHALL BE ERECTED UNTIL APPROVED BY THE BUILDING OFFICIAL.

ESTIMATED COST: \$ \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

BOARD APPROVAL REQUIRED: ☐ YES ☐ NO

BOARD APPROVAL DATE: \_\_\_\_\_

BUILDING PERMIT REQUIRED: ☐ YES ☐ NO

PERMIT #: \_\_\_\_\_

SIGN APPLICATION APPROVED: ☐ YES ☐ NO

DATE APPROVED: \_\_\_\_\_

FOOTING INSPECTION DATE: \_\_\_\_\_

ROUGH-IN INSPECTION DATE: \_\_\_\_\_

FINAL INSPECTION DATE: \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_ ZONING INSPECTOR: \_\_\_\_\_

## Sign Contractors Affidavit for Digital Signs



I hereby affirm and certify that at installation, the sign being installed under this permit will adhere to the following requirements of the *City of Camdenton Municipal Code, Title IV Zoning Code, Section 400.270: Sign Regulations*. Subject to the limitations set forth in these sections for digital signs (electronic message signs), digital signs shall be allowed under the following conditions:

- 1) Digital signs shall display static messages for a period of at least two (2) seconds.
- 2) Digital signs shall not flash, scintillate or contain any effects that resemble a traffic signal or emergency vehicle strobe lighting.
- 3) Digital signs shall not use traditional primary colors of red, blue or yellow as solid background colors. Digital signs shall not use white as a solid background color except for testing purposes.
- 4) Digital signs shall use dimming technology which automatically adjusts the brightness of the sign based on ambient light conditions. Each application for a digital sign permit must include a certification signed by the contractor that the digital sign will so be equipped. The standard for the brightness adjustment as ambient light intensity declines shall be a maximum increase of light intensity from the digital sign of 0.3 foot-candles over ambient levels as measured using a foot-candle meter at the pre-set distance in accordance with the following Table.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Phone Number:

\_\_\_\_\_  
Company Name & Address:

\_\_\_\_\_  
By Affiant:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Print Name:

STATE OF MISSOURI )  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My Commission Expires:

\_\_\_\_\_  
Notary Public

### **Procedure for Measuring Illuminance of a Digital Sign**

- 1) Utilize a foot-candle meter at the following distances based upon the square footage of the sign. Meter shall be capable of measuring up to two (2) decimal places.
- 2) Meter must be set perpendicular to the sign face being measured. If the sign face is fifteen (15) feet above grade, then the meter must be at that elevation to obtain an accurate measurement.
- 3) At least one (1) hour past sunset, the digital sign must be setup to be turned off or black and the first measurement taken at this time. This will establish the base line ambient light at this location.
- 4) The digital sign must then display a solid white (or the solid color of a monochromedisplay). The second measurement shall be taken at this time. The difference between the measurements shall equal no more than 0.3 foot-candles or less. If not, then the sign must be adjusted to comply with standard.

#### **Sign Area Versus Measurement Distance**

Area of Sign in Square Feet	Measurement Distance in Feet
10	32
15	39
20	45
25	50
30	55
32	56.5

For signs with an area in square feet other than those specifically listed in the table (i.e., 12 sq.ft.), the measurement distance may be calculated with the following formula:

$$\text{Measurement Distance} = \sqrt{\text{Area of Sign Sq. Ft.} \times 100}$$