



Instructions for Completion

1.	The enclosed application may only include partial details regarding your business. All fields must be completed before submitting the renewal application to the City. Fill-in any empty fields with the correct information. Make sure to print legibly. Alternatively, you may provide the information on the enclosed correction form, noting the corresponding section/field from the application.
2.	Leave blank any fields that do not apply to your business.
3.	The field “Federal Employer ID # or Business Owner ID #” must contain a valid entry. Please verify that the number appearing on your renewal application is accurate. FEIN’s and SSN’s only have numerical characters. If you are using a driver’s license or other personal state-issued ID, alphabetical characters may be included.
4.	Draw a line through any incorrect information already printed on the application, again using the correction form to submit changes.
5.	Incomplete or unsigned applications will be returned without a license.

Additional Requirements for Businesses that conduct Retail Sales

1.	If your business conducts retail sales but does not collect sales tax, please submit a typed or legibly printed explanation on a separate sheet of paper.
2.	A “Certificate of No Tax Due” from the Missouri Department of Revenue must be provided to the City by any business required to collect sales tax. The Missouri Department of Revenue may be contacted in Jefferson City at (573) 751-2836, or in the St. Louis Tax Assistance Center at (314) 877-0177.

Annual Fees & Remittance Instructions

The annual fee for a Commercial Business License shall not be less than \$25.00 and shall not exceed \$10,000.00. Please refer to Municipal Code Chapter 605 for assistance in determining your fee.

Checks should be made payable to City of Wildwood.

Renewal applications and fees are due by June 30, and are considered delinquent after July 31. Any delinquent applicants shall pay an additional 10% for the first month of the delinquency, and an additional 1% of the total amount due for each month or part thereof that the delinquency continues.

Return completed application and fee to the following address:

City of Wildwood
Business License Renewal
16860 Main Street
Wildwood, MO 63040



City of Wildwood
16860 Main Street
Wildwood, MO 63040
(636) 458-0440

LICENSE **RENEWAL** APPLICATION FOR COMMERCIAL BUSINESSES

An application must be completed in full for each location in the City of Wildwood. You have an independent obligation to ensure all information is true and correct. Renewal applications and fees are due annually by June 30th and are considered delinquent after July 31st; penalties apply thereafter.

Fee: _____ Penalty: _____ Check #: _____ Date Rec'd: _____ Date Lic. Issued: _____

LICENSE FEE SCHEDULE – Refer to Municipal Code Section 600

Business Category – Check One Only Select based on predominant use of Business Space		Computation of 2015-2016 Renewal Fee Multiply Square Feet by Business Category to Determine Amount Due	
<input type="checkbox"/> Manufacturing / Warehousing	.02	Square Footage of Business Space	
<input type="checkbox"/> Service / Office	.04	Business Category Rate	X
<input type="checkbox"/> Retail Sales	.08	Amount Due (Minimum of \$25.00)	=

OFFICIAL BUSINESS NAME & “DOING BUSINESS AS” NAME

Legal Business Name	
D/B/A (doing business as)	(This is the name will appear on your license.)

WILDWOOD LOCATION - Physical Address, Phone Number and Contact Information

Street Address		Phone #	
City	WILDWOOD	State	MO
Contact Person		Zip Code	
Public Email		Title / Dept.	
Website Address			
Contact Preference for Information on City Events/Business Opportunities - Check One		Email <input type="checkbox"/>	Postcard <input type="checkbox"/>
Email Address for Information on City Events (if applicable)			
Include business on the City of Wildwood ON-LINE Business Directory? - Check One		Yes <input type="checkbox"/>	No <input type="checkbox"/>

LICENSE RENEWAL - Mailing Address, Phone Number and Contact Information

Check if License Renewal Details are the same as the Wildwood Location details	<input type="checkbox"/>
Street Address	
City	
Renewal Contact Person	
Renewal Contact Email	
License Renewal Notification Preference (for future years) - Check One	Email <input type="checkbox"/> Postcard <input type="checkbox"/>

BUSINESS OWNER / PRINCIPAL OFFICER - Mailing Address, Phone Number and Contact Information

Check if Owner/Officer Details are the same as the WILDWOOD LOCATION details	<input type="checkbox"/>
Check if Owner/Officer Details are the same as the LICENSE RENEWAL details	<input type="checkbox"/>
Street Address	
City	
Owner/Officer Name	
Owner/Officer Email	

PROPERTY OWNER - Mailing Address, Phone Number and Contact Information

Street Address	
City	
Company/Firm/Owners	
Property Owner Contact Person	
Property Owner Email	

ALARM COMPANY - Mailing Address, Phone Number and Contact Information

Check if your business has an active Alarm System	<input type="checkbox"/>
Check if same company that repairs/maintains system also provides the monitoring service	<input type="checkbox"/>
Company/Firm that installed, repairs, and/or maintains your system	
Street Address	
City	
Alarm Company Contact	
Alarm Company Email	

Business License Renewal Application Correction Form

Field on Renewal Application that requires correction: _____

Corrected Information: _____

Field on Renewal Application that requires correction: _____

Corrected Information: _____

Field on Renewal Application that requires correction: _____

Corrected Information: _____

Field on Renewal Application that requires correction: _____

Corrected Information: _____

Field on Renewal Application that requires correction: _____

Corrected Information: _____
