

## New Business Requirements Checklist

New business will find that the North Kansas City community provides highly responsive services with relatively low taxes and fees. In addition, based on our "class 3" fire insurance classification, businesses receive insurance rates which are among the lowest in the nation.

Business managers with operations in North Kansas City are responsible for insuring proper licenses and permits have been obtained prior to conducting business and/or making significant modifications to their facilities. Below are specific categories of requirements and contacts for applications or questions. Usually, a business can resolve questions and/or submit necessary applications within one short visit to City Hall located at 2010 Howell Street.

**Business License:** Businesses conducting operations within the city are required to have an annual business license. The fees are based upon business type and business volume. The City Collector issues these licenses. (816)274-6000. Businesses moving into new locations need to first obtain a Zoning Clearance and a Certificate of Occupancy (CO).

**Certificate of Occupancy (CO):** The CO helps businesses protect assets by assuring that properties will accommodate use type, occupant load and product type. Consideration of appropriate safety/planning issues are determined by standards in national building/fire codes and local zoning ordinances. A CO is required for all new building occupants and when there is a change in the type of use or after significant modifications have been made. New occupants can find out if the project they are planning will be a permissible use, needs any physical improvements or requires an issuance of a new CO. Modifications, tenant finishes and construction require Building Permits. Call the Community Development Department (816)274-6006.

**Building/Construction Permit:** All significant building alterations including the demolition of structures require the issuance of a building permit. In most instances, building permits require submission of three sets of plans designed by a Missouri certified architect or engineer: a list of contractors who will perform work and their contact information is necessary (816)274-6006. The contractors will require a license before a permit is issued.

**State Requirements:** RSMO Section 351.120 states: Every business "organized pursuant to the laws of this state, including corporations"...and every foreign corporation licensed to do business in this state," "other than corporations exempted from taxation by the laws of this state, shall file a corporate registration report." A new business packet with detailed information can be obtained from the State of Missouri New Business Assistance Center (800)523-1434

**County Requirements:** Businesses will be subject to business personal property and real property taxes on property owned in Clay County. Call the County Assessor's office at (816)407-3460 for assessment lists or with specific questions.

**Sign Permit:** Before erecting any sign the Community Development Department should be contacted to obtain a permit since there are certain size limitations and other requirements. (816)274-6006.

**Alarm Permit:** Businesses that have a security or fire alarm that automatically dispatches city emergency response services should obtain an alarm permit from the Police Department. (816)274-6013.

**Disclaimer:** All information is subject to change without notice. This information should not be considered as legal or accounting advice. While the most common requirements are listed above, there may be additional requirements by local, state or federal authorities not described within.

**City Hall ~ 2010 Howell Street ~ North Kansas City, Missouri 64116 ~ (816) 274-6000**  
**Many forms and applications are available on the City website at [www.nkc.org](http://www.nkc.org)**