



## New Business License Information

417-753-2884

1. \_\_\_\_\_ The attached application will need to be completed and returned with the appropriate fee. (\$50 for annual license, July-June) (\$25 for partial year license, January-June)
2. \_\_\_\_\_ You will need to complete the Missouri Department of Revenue, Request for Tax Clearance (Form 943) to obtain a "Certificate of No Tax Due" from the Missouri Department of Revenue. This is required by State Statute.
3. \_\_\_\_\_ Also, before a license can be issued, we require a copy of the Fire Inspection for your location. You will need to contact the Logan Rogersville Fire Protection District at 417-753-4265 to schedule your inspection.
4. \_\_\_\_\_ To ensure your business location is zoned properly for your type of business, please check the Rogersville Municipal Code at [ROGERSVILLEMO.ORG](http://ROGERSVILLEMO.ORG). (Sections: 405.090-405.330)
5. \_\_\_\_\_ If you will be making any structural, electrical, or plumbing changes, contact the City of Rogersville Building Inspector at 417-988-9445 for building permit information.
6. \_\_\_\_\_ If any changes or additions to signage will be made, a permit is required from the Building Department. 417-988-9445
7. \_\_\_\_\_ The sign permit fee is \$50.00.
8. \_\_\_\_\_ After all the necessary information has been submitted to City Hall, the license will then be printed and signed by the Mayor and City Clerk. Upon completion the license will be sent to the mailing address on file.

If you have questions or require additional information, please contact Rogersville City Hall at 417-753-2884.