

Additional Information

- All contractors engaged in business in the City of North Kansas City are required by law to procure a license.
- Missouri Statutes require that a contractor in the construction industry have a certificate of insurance for worker's compensation or an affidavit signed by the applicant attesting that the contractor is exempt. Some contractors are required to carry liability insurance.
- Missouri House Bill 1649 requires that any business that knowingly employs an illegal alien will result in suspension of a company's local business license, permits, or exemptions. The Business License applicant must sign the application to attest compliance with this bill.
- Missouri Senate Bill 30 requires a statement of no-tax due from the Department of Revenue before issuing or renewing any occupational license.

Useful Resources

- **City of North Kansas City Community Development Department**
816.274.6006 · www.nkc.org
- **North Kansas City Business License**
816.274.6000 · www.nkc.org
- **Clay County Health Department**
816.595.4200 www.clayhealth.com
- **Clay County Assessor**
816.407.3460
www.claycountymo.gov/assessor
- **Missouri Secretary of State**
816.889.2925
www.sos.mo.gov
- **Missouri Department of Revenue**
573.751.9268 · www.dor.mo.gov
- **Internal Revenue Service**
800.829.4933 · www.irs.gov
- **NKC Business Council**
816.472.7700
www.nkcbusinesscouncil.com
- **Northland Chamber of Commerce**
816.455.9911
www.northlandchamber.com

Other available brochures:

Certificate of Occupancy · Zoning · Building permits



BUSINESS RESOURCE GUIDE

Useful information to help get your business up and running in North Kansas City

NORTH
KANSAS CITY
Virtually Urban. Supremely Suburban.

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This brochure is intended to help you follow the necessary steps to start a business in North Kansas City. It includes step-by-step instructions and helpful tips and resources. You may also want to consult an attorney and/or accountant to advise you on your business decisions.

Federal, State & local Requirements

Once you have established a business plan it's time to start putting it in action.

1. Organize your business. Will it be a Sole Proprietorship, Partnership, or Corporation? Once you determine the organization, it is time to register with the Missouri Secretary of State and check the availability of your chosen name and file for a factious name. www.sos.mo.gov
2. Register your business as an employer and obtain a Missouri Sales Tax number if you will be selling merchandise to the public. Make sure the Missouri Dept. of Revenue knows the business will be operating in North Kansas City. www.dor.mo.gov
3. Apply for an Employer Identification Number (EIN) with the Internal Revenue Service (IRS). www.irs.gov
4. Register your business with the Clay County Assessors Office. www.claycogov.com

Selecting Your Location

Choosing the location for your business is probably the most important decision a business owner has to make. It is important that you consider location of competition, budget, taxes, zoning ordinances and building codes before making your final decision.

Steps to ensure you have the right location

1. If you are unsure of the proper zoning district to locate your business, please contact the North Kansas City Community Development Department 816.274.6006. We are happy to help point you in the right direction.
2. Once you determine the prospective location, call the Community Development Department to ensure that this location and building are suitable for your business 816.274.6006. This simple phone call could save you a lot of time and money in the future.
3. The Community Development Department will discuss the prospective location and determine if the location and building are a good fit. A zoning clearance may be issued.
4. Once the location and building have been approved by the Community Development Department it is time to begin the process of opening your door for business.
5. If you decide that the location is move-in ready and no construction or demolition is necessary to open your business, you can apply for a Certificate of Occupancy and Business License.

See Certificate of Occupancy brochure for more information.

How to apply for a Business License

1. Complete and submit NKC Business License application.
2. If you are a contractor you may need to provide the City with necessary insurance documentation (Certificate of Insurance, worker's compensation affidavit, liability insurance coverage)
3. If necessary, provide the City with no-tax due certificate obtained from the Department of Revenue.

For more information please contact North Kansas City at 816.274.6006.