



**APPLICATION FOR BUSINESS LICENSE  
CITY OF COLUMBIA, MISSOURI  
LICENSE YEAR - JULY 1 thru JUNE 30  
business.license@como.gov**

P.O. Box 6015, Columbia, MO 65205, 573-874-7378 or 573-874-7549

NAME OF BUSINESS \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

MISSOURI SALES TAX NUMBER \_\_\_\_\_ NUMBER OF EMPLOYEES \_\_\_\_\_

FEE DETERMINATION (CONFIDENTIAL)

License Fee (state gross receipts category) _____	FEE _____
Application Fee _____	FEE \$30.00
Background/Investigation Fee _____	FEE _____
Food Inspection Fee _____	FEE _____
TOTAL _____	

**A. INFORMATION REGARDING BUSINESS** OPENING DATE in Columbia \_\_\_\_\_

1. Legal name of business \_\_\_\_\_
2. Principal location of business \_\_\_\_\_  
 Suite/Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone at this location \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email address \_\_\_\_\_
3. Operating name (dba, fictitious name, name used in advertising) \_\_\_\_\_  
 \_\_\_\_\_
4. Columbia location of business (if different from B.2. above) \_\_\_\_\_  
 \_\_\_\_\_ Suite \_\_\_\_\_ Phone \_\_\_\_\_

*Approval of your application is subject to compliance with ZONING regulations If your business location is being remodeled, a building permit must be obtained from the Building & Site Development Division, 3<sup>rd</sup> floor, 701 East Broadway, 573-874-7474.*

5. Mailing address (if different from B.2. above) \_\_\_\_\_  
 Suite/Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
6. Type and nature of business (in detail) \_\_\_\_\_  
 \_\_\_\_\_
7. Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ LLC \_\_\_\_\_ Corporation \_\_\_\_\_
8. Name, address and phone number of partners or officers (attach separate sheet if necessary) \_\_\_\_\_

Please check if this is a Trade Contractor business (plumbing, electrical, mechanical)

9. If your business is a **plumbing, electrical or mechanical contracting company**, the work performed must be under the general supervision of a licensed master plumber, electrician or mechanic (whichever master licensee is relevant).

Name of Master Plumber/Electrician/Mechanic \_\_\_\_\_

**B. INFORMATION REGARDING APPLICANT**

1. Applicant is Owner \_\_\_ Manager \_\_\_ Agent \_\_\_
2. Full name of Applicant \_\_\_\_\_
3. Home Address (street) \_\_\_\_\_ Apt \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
How long at above address? \_\_\_\_\_ If less than one year, list previous address  
\_\_\_\_\_
4. Date and place of birth \_\_\_/\_\_\_/\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

If you prefer not to answer #5 thru #9 below, please leave blank

5. Race: (Mark one or more) \_\_\_ American Indian \_\_\_ Asian \_\_\_ White  
\_\_\_ Black or African American \_\_\_ Native Hawaiian or Other Pacific Islander
6. Ethnicity: \_\_\_ Hispanic or Latino \_\_\_ Not Hispanic or Latino
7. Gender: \_\_\_ Male \_\_\_ Female
8. Do you consider yourself a person with a disability? \_\_\_ Yes \_\_\_ No
9. Veteran status: \_\_\_ Non-Veteran \_\_\_ Veteran \_\_\_ Service-Disabled Veteran
10. Ever convicted of a any violations of laws or ordinances of this or any other State or municipality (other than traffic violations)? \_\_\_\_\_ If yes, explain:  
Offense, date, place, result \_\_\_\_\_
11. Are you in debt or obligated to this City? \_\_\_\_\_
12. Previously operated a business in this City? \_\_\_\_\_  
Name and address of business \_\_\_\_\_

**Signature** \_\_\_\_\_

Applicant Must Sign

*I hereby agree to operate the above business in accordance with all regulations and conditions imposed by the laws of the State of Missouri and the City of Columbia. I further declare under penalty of perjury that the information provided on this application is true and accurate.*

FOR BUSINESS LICENSE OFFICE USE ONLY

BUILDING & SITE DEVELOPMENT DIV. USE ONLY

Application Approved \_\_\_\_\_ Denied \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

By \_\_\_\_\_

Conditions of issuance \_\_\_\_\_

Comment \_\_\_\_\_





# Disclosure and Authorization Form (OUTSIDE MISSOURI)

Rev.19.2006.CA

As part of the application process for obtaining a license (liquor, business, guard, private detective, solicitor or taxi driver) at the City of Columbia, Missouri, I understand that American DataBank will seek and obtain investigative reports about me as defined in the Fair Credit Reporting Act(FCRA). These investigative reports may include, but is not limited to criminal history records (from local, state, federal, international and other law enforcement agencies' records), sexual offender's lists, wants and warrants records, and license verification. I understand that these records may be used for license eligibility. I hereby authorize, without any reservation, the full release of these records and information for American DataBank and/or its agents to conduct the searches and investigations. If my application for a license is approved, I also authorize the full release of the information described above, without any reservation, throughout any duration of my license. I also certify that all information provided below and on my license application is correct to the best of my knowledge. Any false statements provided in this form and my application will be considered just cause for license revocation at any time. I agree that a copy or facsimile of this authorization shall be as valid as the original. In addition, I release and discharge American Databank, and all of its agents, any expenses, losses, damages, and liabilities for the investigative process. Upon Request, American DataBank will supply a copy of my reports and my rights under the Fair Credit Reporting Act. Requests may be directed to: American DataBank, 820 Sixteenth St. 8a Fl., Denver, CO 80202 or by contacting us at 1-800-200-0853.

Applicant's Name: \_\_\_\_\_  
(Please Print) First M.I. Last

Previous or Maiden Name (If applicable) \_\_\_\_\_  
(Please Print) First M.I. Last

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ yy

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ yy (this is used for criminal and driving records only)

Social Security Number: \_\_\_\_\_ Female  Male

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Current Address: \_\_\_\_\_ Street Address  
\_\_\_\_\_ City, State & Zip Code

Email address: \_\_\_\_\_

Length of Residency at Current Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Previous Address: \_\_\_\_\_ Street Address  
\_\_\_\_\_ City, State & Zip Code

Length of Residency at Previous Address: \_\_\_\_\_

**Notice to California Applicants:**  
Under section 1786.22 of the California Civil Code. You may obtain a copy of this file, either in person or via mail, by submitting proper identification and paying the costs of duplication services.  
California Resident ONLY: By checking this box, I request to receive a free copy of the ordered report.



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
DIVISION OF WORKERS' COMPENSATION

**AFFIDAVIT OF EXEMPTION FOR WORKERS' COMPENSATION INSURANCE  
PURSUANT TO § 287.061, RSMo**

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
*Name of Affiant*

who, being duly sworn on this oath states as follows:

1. My name is \_\_\_\_\_. I am of legal age and sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated. I understand that by submitting this affidavit to the city or county for an occupational or business license as a contractor in the construction industry, I am stating that my business is exempt from carrying workers' compensation insurance coverage.

2. I am the sole proprietor, owner or partner of \_\_\_\_\_,  
*Name of Business*

a business engaged in construction industry that is not required to purchase workers' compensation insurance coverage for the following reason:

*(Check One)*

- I am a sole proprietor and have no "employees" as defined under the law, see page 2.
- I am a partner in a partnership with no "employees" as defined under the law, see page 2.
- I have filed a Notice of Employer's Exemption with the Missouri Division of Workers' Compensation (Division) for \_\_\_\_\_ to be withdrawn from  
*Name of Corporation*

coverage because there are no more than two owners of the corporation who are also the only employees of the corporation. A copy of the acknowledgement letter from the Division dated \_\_\_\_\_ is enclosed.  
*Date*

Further, I have not filed a notice to withdraw this exemption for my corporation with the Division and my corporation has no other workers' compensation insurance coverage.

- 3. I have read and reviewed the concept of "statutory employment" explained on pages 2-3. My business operation is not being carried out by persons who may be regarded as statutory employees.
- 4. I understand that providing fraudulent information on this affidavit is unlawful under §§287.128, 287.061(3), 570.090, 575.040, 575.050, and/or 575.060, RSMo, and may be either a misdemeanor or a felony, punishable by imprisonment and fine, as indicated on page 3.

\_\_\_\_\_  
*Affiant*

\_\_\_\_\_  
*Date*

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

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

My Commission Expires: \_\_\_\_\_

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

(SEAL)



## **Affidavit of Exemption for Workers' Compensation Insurance Applicable Statutory Provisions and Guidelines to be followed**

The Division has developed the "Affidavit of Exemption for Workers' Compensation Insurance Pursuant to §287.061, RSMo" that is required to be filed by a contractor in the construction industry when he/she applies for an occupational or business license in any city or county only if the contractor does not have proof of workers' compensation insurance coverage. If a contractor fails to comply with the requirements relating to providing proof of coverage or completing the "Affidavit of Exemption" form, he/she shall be denied the business license until the contractor obtains a certificate of insurance. If the contractor submits the "Affidavit of Exemption" form to obtain the business license he/she should familiarize himself/herself with the following key statutory provisions. **Those who are unsure as to whether they may lawfully submit such affidavit should seek competent legal advice.**

Every employer who is subject to the requirements of chapter 287, RSMo must insure its workers' compensation liability with an insurance company authorized to insure such liabilities in the state of Missouri by the Missouri Department of Insurance, Financial Institutions, and Professional Registration or meet the Division's requirements to be self-insured. If an employer fails to obtain the insurance coverage he/she may be held liable to an injured employee for all of the benefits under the Law in either a civil law suit or in an administrative proceeding before the Division.

**Employee:** §287.020, RSMo: The definition of "employee" includes both full- and part-time employees, and includes every person in the service of an employer under any contract of hire, express or implied, oral or written, or under any appointment or election, including executive officers of a corporation. It includes minors, whether or not they are employed in violation of the law, and family members. It may include volunteer workers who do not receive any income or compensation unless the exception noted below applies.

**Please Note:** As an exception, the workers' compensation law does not apply to volunteers if:

- The entity is a tax-exempt organization which operates under the standards of section 501(c)(3) or 501(c)(19) of the federal Internal Revenue Code;
- The volunteers are not paid wages; and
- The volunteers provide services purely on a charitable and voluntary basis.

All three requirements must be met in order for a volunteer worker not to be classified as an employee under §287.020, RSMo.

**Employer:** §287.030, RSMo, which defines "employer," includes a very broad category and states that every employer who has five or more employees must carry workers' compensation insurance with one exception for construction industry employers who erect, alter, demolish or repair improvements who must purchase workers' compensation insurance if they have one or more employees.

**Sole Proprietor and Partner:** §287.035, RSMo, provides that natural persons who are sole proprietors or partners are employers and are not required to purchase workers' compensation insurance on themselves but they may voluntarily choose to do so. Further, close relatives by blood or marriage of sole proprietors or partners may be withdrawn from coverage but, under §287.030, these relatives are still considered to be "countable" employees. Note that these provisions do not apply if the business is a corporation or a Limited Liability Company [LLC].

**Corporate Exemption (Two Owners/Employees):** §287.090.5, RSMo. A corporation may withdraw from the provisions of this chapter, when there are no more than two owners of the corporation who are also the only employees of the corporation, by filing with the Division a notice of election to be withdrawn. The election shall take effect and continue from the date of filing with the Division by the corporation of the notice of withdrawal from liability under this chapter. Any corporation making such an election may withdraw its election by filing with the Division a notice to withdraw the election, which shall take effect thirty days after the date of the filing or at such later date as may be specified in the notice of withdrawal.

**S" Corporations:** Effective January 1, 2018, a shareholder in an "S" Corporation (as defined by Section 143.471.1, RSMo) who owns at least 40% of the outstanding stock in that corporation may individually reject workers' compensation insurance coverage for himself or herself by giving written notice of such rejection to the corporation and its workers' compensation insurer. See, Section 287.037.2, RSMo, as amended in 2017. However, there have been no changes in the law as to which employees are "countable" and which businesses are required to carry workers' compensation insurance coverage. So, if the "S" Corporation operates in the construction industry (it erects, demolishes, alters or repairs improvements), there still must be a workers' compensation insurance policy in force on the corporation itself and on any of its employees who are not eligible to reject individual coverage on themselves - unless the corporation has no more than two owners who are also the corporation's only employees and it has notified the Division of Workers' Compensation that it has withdrawn from the provisions of the Missouri Workers' Compensation Law, as allowed by Section 287.090.5 RSMo. Likewise, an "S" Corporation operating in any industry other than construction that has at least five or more employees still must have a workers' compensation insurance policy in force on the corporation itself and on any of its employees who are not eligible to reject individual coverage on themselves. See, Sections 287.030.1(3), RSMo.

**Statutory Employer:** §287.040, RSMo, provides that certain independent contractors may be considered to be employees" of the person who hired them for workers' compensation purposes, under the legal principle known as statutory employment." Missouri Law does not define "independent contractor." Missouri courts use three factors to determine when a statutory employment relationship exists: (1) the work is performed pursuant to a contract; (2) the injury occurs on or about the premises of the statutory employer; and (3) the work is in the usual course of the statutory employer's business. An employer cannot avoid its workers' compensation liability by hiring independent contractors to perform jobs that would otherwise be performed by its employees. A contract need not be in writing. The Missouri courts have ruled that the "employer's premises" can include a location where the employer is carrying on its business temporarily. As a construction industry employer you may be held responsible to pay workers' compensation benefits to an independent contractor or uninsured subcontractor or their employees. The immediate contractor or subcontractor is liable as an employer of the employees of the subcontractor. The liability of the immediate employer is primary and that of the others is secondary and any compensation benefits that are paid by those who are secondarily liable may be recovered from those primarily liable.

**Release Note:** A general contractor can require subcontractors to carry workers' compensation insurance. Generally, the law says that the general contractor is liable for any injuries sustained by uninsured subcontractors or their uninsured employees (§287.040, RSMo). Because of this, the general contractor's insurer will charge an additional premium if the subcontractor cannot provide proof of coverage, even if the subcontractor has no employees. If the general contractor says he/she will not hire the subcontractor unless he/she has a policy and insures himself/herself, the subcontractor would need to buy a policy covering their business or himself/herself or work for a general contractor who does not make this a requirement.

**Criminal Penalties:** §287.128, RSMo makes it unlawful for any person to knowingly make or cause to be made any false or fraudulent material statement or material representation for the purpose of obtaining or denying any benefit. This is considered a class E felony punishable by fine up to \$10,000 or double the value of the fraud whichever is greater. A subsequent violation is a class D felony.

Any person who knowingly misrepresents any fact in order to obtain workers' compensation insurance at less than the proper rate for that insurance shall be guilty of a class A misdemeanor. A subsequent violation is a class E felony. Any employer who knowingly fails to insure his liability pursuant to this chapter shall be guilty of a class A misdemeanor and, in addition, is liable to the state of Missouri for a penalty in an amount up to three times the annual premium the employer would have paid had such employer been insured or up to \$50,000, whichever amount is greater. A subsequent violation is a class E felony.

Further, providing false information with the intent to deceive also can constitute a felony under §§570.090 (Forgery) and 575.040 (Perjury), and a misdemeanor under §§575.050 (False Affidavit) and 575.060 (False Declaration).

*Missouri Division of Workers' Compensation is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
TDD/TTY: 800-735-2966 Relay Missouri: 711*





City of Columbia  
 Business License Division  
 PHONE: 573-874-7378 or 573-874-7549  
 Email: [business.license@como.gov](mailto:business.license@como.gov)

701 East Broadway  
 Mail: P. O. Box 6015  
 Columbia, MO 65205-6015  
 FAX: 573-874-7761

### Business License Application Help Sheet

In accordance with the business licensing ordinance provisions in Ch. 13 of the City Code of Ordinances, any person selling goods or services or soliciting business or offering goods or services for sale or hire in the City for business constitutes doing business for which a business license is required.

Information to assist you with starting a business in Missouri may be obtained from the MO Secretary of State at [www.sos.mo.gov/business/corporations/startBusiness](http://www.sos.mo.gov/business/corporations/startBusiness). Contact the MO Office of Equal Opportunity for certification as a MBE (Minority Business Enterprise) or WBE (Woman Owned Business Enterprise) at 573-751-8130 and online at [www.oeo.mo.gov](http://www.oeo.mo.gov).

**COMPLETED BUSINESS LICENSE FORMS AND PAYMENTS CAN BE PLACED IN THE BUSINESS LICENSE MAIL DROP BOX LOCATED IN CITY HALL (ON THE WALL TO THE RIGHT OF THE ELEVATORS AND ACROSS FROM THE GLASS DISPLAY CASES)**

- 1) Fill out the application form completely. If required information is omitted or all required documentation isn't submitted, the licensing process may be delayed.
- 2) Applications must be accompanied by a \$30.00 application fee.
- 3) An in-state investigation fee is \$17.00 which covers the cost of a criminal records check of the applicant. Please provide five (5) years of addresses on the Disclosure and Authorization Form. Contact the Business License Division for the out-of-state investigation fee, if applicable.
- 4) The license fee is based upon the annual gross receipts of the business. New businesses must project their first year's earnings when computing the license fee. The schedule follows:

Total annual gross receipts less than \$25,000 . . . . .	\$15.00
Total annual gross receipts between \$25,000 and \$100,000 . . . . .	\$25.00
Total annual gross receipts over \$100,000 . . . . .	\$.25 per thousand
(multiply the number of thousands by .25) up to a maximum of \$3,000,000 or fee of \$750.	
Example: Gross receipts of \$200,000 - Multiply 200 by .25 to determine the license fee of \$50.00.	

- 5) **The fiscal year for business licenses begins on July 1 and ends on June 30.** Businesses opening at anytime during this period are asked to estimate their gross receipts to the end of this fiscal period.
- 6) If you are selling/serving food or drink, please contact the Environmental Health Division of the Public Health and Human Services Department at 573-874-7346. Annual food inspection fees are based on the annual gross receipts of the business as follows:

annual gross receipts under \$250,000 . . . . .	\$220.00
annual gross receipts between \$250,000 and \$750,000 . . . . .	\$305.00
annual gross receipts over \$750,000 . . . . .	\$570.00

**Checks, cashier's checks and money orders should be made payable to: CITY OF COLUMBIA**

- 7) Businesses that have retail sales must obtain a **Missouri State Sales Tax** license/number issued by the Missouri Department of Revenue at 573-751-5860 or online [www.dor.mo.gov/business/](http://www.dor.mo.gov/business/)

- 8) If issuance of your business license is dependent upon compliance with fire codes, the City of Columbia **Fire Department** may be contacted at 573-874-7556 to obtain information or request an inspection appointment.
- 9) **Proof of Workers' Compensation Insurance**, in the form of a Certificate of Insurance, must be provided by all construction industry businesses with 1 (one) or more employees. If you have no employees, please complete and have notarized the Affidavit of Exemption for Workers' Compensation form which can be found on our website [www.como.gov/finance/business-licenses/business-license/](http://www.como.gov/finance/business-licenses/business-license/).
- 10) If your business premise has an alarm system, please refer to Sections 13-254 through 13-260 of the City Code of Ordinances concerning reporting requirements and false alarm administrative fees, or visit the website at [www.gocolumbiamo.com/ColumbiaCodeofOrdinances](http://www.gocolumbiamo.com/ColumbiaCodeofOrdinances) or call 573-874-7400.
- 11) If your business offers tobacco products, product paraphernalia, alternative nicotine or vapor products for sale, please complete the **Application for Tobacco Retailer License** [www.como.gov/finance/business-licenses/](http://www.como.gov/finance/business-licenses/) for submittal with your business license application. There is no fee for the issuance of this license.
- 12) Some businesses must comply with additional ordinance requirements before a license can be issued, as listed below:
- a) Plumbers - Contact Building & Site Development Division at 874-7474 for trade license requirements. See (9) above for workers' comp requirements. A surety bond in the amount of \$10,000 executed on the City's bond form and accompanied by a Power of Attorney is also required.
  - b) Electricians - File certificate of liability insurance. Contact Building & Site Development Division at 874-7474 for trade license requirements. See (9) above for workers comp requirements.
  - c) Mechanical (HVAC) - Contact Building & Site Development Division at 874-7474 for trade license requirements. See (9) above for workers comp requirements.
  - d) Canvassers/solicitors - Must obtain an additional solicitor's permit (\$20.00) from the Business License Office and provide a permission letter from business owner/employer.
  - e) Security and armed guard companies must provide a certificate of insurance showing coverage. Armed guards must pass a safety and firearms skills test administered by the Columbia Police Department (573) 874-7404.
  - f) Gun shops (firearm and explosives dealers) must provide proof of inspection by the Columbia Police Department.
  - g) Handyman - A handyman business cannot perform electrical, plumbing or mechanical work requiring a professional license or make changes to buildings that require a building permit.
- 13) **If your business location is inside the City limits and changes will be made to the building, you must obtain a Building Permit. To inquire about a Building Permit or whether your location is zoned for your intended business use, contact the Building & Site Development Division at 573-874-7474.**

*If structural changes will occur at your business location, a Building Permit may be required prior to the Building & Site Development Division's approval of your business or liquor license. The required construction documents for a Building Permit shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in detail that it will conform to the provisions of the Codes and relevant laws, ordinances, rules and regulations. If the nature of the proposed work is such that compliance with the applicable International Building, Residential, Plumbing, Mechanical, Fire, Property, Energy Conservation and Electrical Codes and regulations is not easily and unequivocally verifiable, a Registered Design Professional must prepare the documents.*

All businesses must abide by all laws and regulations, including zoning, fire codes and health directives. Failure to comply could result in suspension or revocation of the business license.

## Out of State Criminal Background Check Fees

July 1, 2020

<u>State</u>	<u>Fee</u>	<u>County</u>
Alabama	12.00	
Alaska	10.00	
Arkansas	34.00	
Arizona	10.00	
American Samoa	45.00	
California	10.00 +	Per county fee
Colorado	12.75	
Connecticut	12.00	
D.C.	10.00	
Delaware	10.00	
Florida	35.00	
Georgia	13.50	
Guam	39.00	
Hawaii	10.00	
Idaho	10.00	
Illinois	20.00	
Indiana	25.00	
Iowa	10.00	
Kansas	30.00	
Kentucky	37.00	
Louisiana	10.00	

<b>Maine</b>	<b>41.00</b>	
<b>Maryland</b>	<b>10.00</b>	
<b>Massachusetts</b>	<b>36.00</b>	
<b>Michigan</b>	<b>20.00</b>	
<b>Minnesota</b>	<b>10.00</b>	
<b>Mississippi</b>	<b>10.00</b>	
<b>Missouri</b>	<b>17.00</b>	(Will Change Oct. 1, 2020)
<b>Montana</b>	<b>30.00</b>	
<b>Nebraska</b>	<b>11.00 +</b>	<b>Per county fee</b>
<b>Nevada</b>	<b>13.50</b>	
<b>New Hampshire</b>	<b>79.00</b>	
<b>New Jersey</b>	<b>10.00</b>	
<b>New Mexico</b>	<b>10.00</b>	
<b>New York</b>	<b>109.00</b>	
<b>North Carolina</b>	<b>13.75</b>	
<b>North Dakota</b>	<b>10.00</b>	
<b>Northern Mariana Islands</b>	<b>55.00</b>	
<b>Ohio</b>	<b>10.00</b>	
<b>Oklahoma</b>	<b>25.00</b>	
<b>Oregon</b>	<b>10.00</b>	
<b>Pennsylvania</b>	<b>32.00</b>	
<b>Puerto Rico</b>	<b>25.00</b>	
<b>Rhode Island</b>	<b>10.00</b>	
<b>South Carolina</b>	<b>36.00</b>	
<b>South Dakota</b>	<b>30.00</b>	
<b>Tennessee</b>	<b>39.00</b>	

<b>Texas</b>		<b>13.00</b>	
<b>Utah</b>		<b>10.00</b>	
<b>Vermont</b>		<b>40.00</b>	
<b>Virginia</b>		<b>10.00</b>	
<b>Virgin Islands</b>		<b>45.00</b>	
<b>Washington</b>		<b>10.00</b>	
<b>West Virginia</b>		<b>11.00</b>	
<b>Wisconsin</b>		<b>10.00</b>	
<b>Wyoming</b>		<b>35.00</b>	





CITY OF COLUMBIA, MISSOURI  
PUBLIC WORKS DEPARTMENT  
Building and Site Development Division

- Home occupation. This use is permitted if compatible with the residential character of the neighborhood, however, in order to promote peace, quiet and freedom from excessive noise, excessive traffic, nuisance, fire hazard, and other possible effects of commercial uses being conducted in residential areas all home occupations must meet the following additional standards:
  - (1) A home occupation shall be incidental to the use of a dwelling unit for residential uses. No person other than a person residing at the dwelling unit shall be directly involved with or work in the home occupation. If the home occupation employs persons to work at other locations, the dwelling unit shall not be used as an assembly point for any employees who may work at sites outside of the dwelling;
  - (2) No alteration of the residential appearance of the premises shall be made, including the creation of a separate entrance to the dwelling or utilization of an existing entrance exclusively for the home occupation;
  - (3) No more than twenty (20) percent of the total floor area of the dwelling unit and garage shall be devoted to the home occupation. A garage shall not be used for a home occupation if such use has the effect of eliminating required parking;
  - (4) The home occupation shall be conducted entirely within the dwelling unit or garage and no stock in trade shall be displayed or visible outside, or stored outside of any building, and no raw materials, tools or appliances or waste products shall be stored outside of any building;
  - (5) Signs may be used for identification or advertisement of the home occupation but such signs must be attached flat to the structure, may not be larger than one square foot and may not be illuminated;
  - (6) Direct sales to the public shall not be conducted on the premises, provided that off-site orders previously made may be filled on the premises;
  - (7) The use shall not generate traffic in volumes greater than would normally be expected in a residential neighborhood. For purposes of this section, the normal volume of traffic generated by a single-family dwelling shall be defined as twelve (12) vehicle trips to and/or from the dwelling unit per twenty-four-hour period. The use shall not use commercial or business vehicles to deliver finished products from the dwelling unit. All parking necessarily generated by the use shall be off the street in accordance with section 29-4.3(f) of this chapter;
  - (8) The use shall not produce noise, obnoxious odors, vibrations, glare, fumes or electrical interference detectable to normal sensory perception outside the structure;
  - (9) No toxic, explosive, flammable, combustible, corrosive, radioactive or other restricted materials may be used or stored on the site; and



CITY OF COLUMBIA, MISSOURI  
PUBLIC WORKS DEPARTMENT  
Building and Site Development Division

( 10) All persons desiring to have a home occupation must first present appropriate plans to the building regulations supervisor detailing how the dwelling will be used or altered to accommodate the use.

(11) Thereafter, whenever any permit or license is to be renewed, the dwelling may be inspected to determine how it has been altered to accommodate the use.

Accessory and temporary uses of land and buildings: Home occupation with non-resident employees. This use shall be subject to the standards listed for all home occupations in subsection (kk) above; except that the home occupation may be carried out by occupants of the dwelling unit as well as by one full-time forty-hour individual or two (2) one-half-time (not more than twenty (20) hours each) individuals who do not reside in the dwelling unit. In addition, the board may allow that not more than forty (40) percent of the total floor area of the dwelling unit and garage area shall be devoted to the home occupation. A conditional use permit for a home occupation shall expire three (3) years from the date of approval, after which a new conditional use permit may be requested.

I have read and understand the restrictions

Business Name:

Signature:

Date:





CITY OF COLUMBIA, MISSOURI  
PUBLIC WORKS DEPARTMENT  
Building and Site Development Division

Applicant:

The City of Columbia Building and Site Development Division requires submission of a floor plan with all home occupation applications, in accordance with Section 29-6 (11) of the City of Columbia Code of Ordinances.

This floor plan shall be submitted as a separate document in addition to your signed copy of the zoning regulations pertaining to home-based businesses and it is required for approval of your application. The plan may be a drawing by the resident of the property and must be no larger than 8 1/2" X 11". It must reflect the use of the property as it relates to the home-based business in detail. Show the rooms in the dwelling (including the garage) utility) or any other attachments), the space dedicated to the business use) and the purpose of that use, Indicate the total square footage of the dwelling, as well as the square footage of room(s) in which the business is conducted. Include any out buildings, i.e. shed, garage, etc. Indicate their use, square footage and the amount of space the business use requires.

Further questions regarding this requirement may be directed to Stephen Adair, Building Inspector, 573-874-7271

A. Business Square Footage

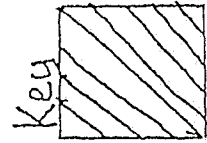
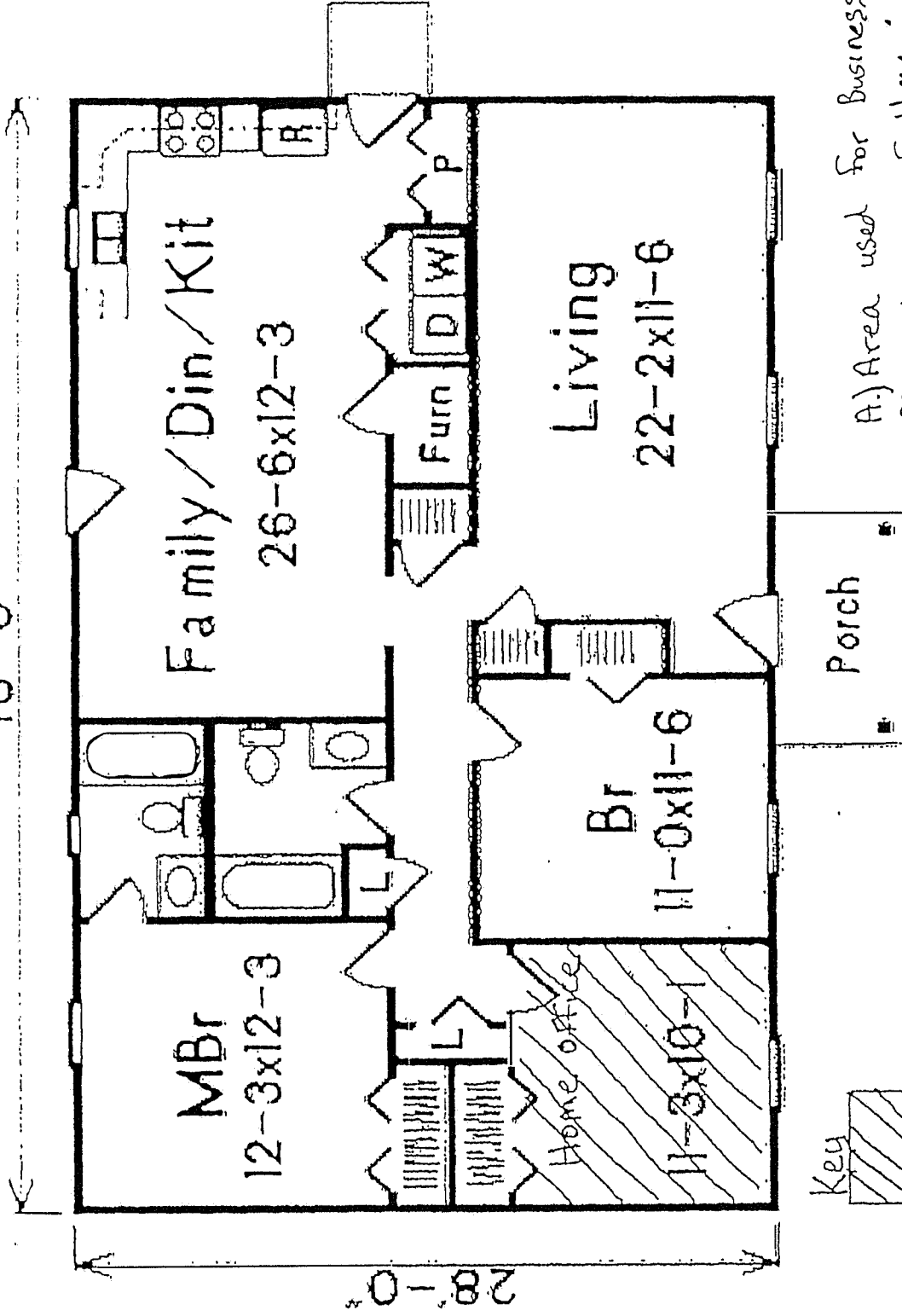
B. Total Square Footage of Dwelling

Total Percentage of Dwelling Used for Business ( A divided by B)

\*Must equal less than 20%

(Example of Floorplan)

48'-0"



Area used for Business

- A.) Area used for Business; 110 sqft
- B.) Total Area of Home; 1344 sqft
- C.) Percent of home used; .081 or 8.1%