

NEW BUSINESS CHECKLIST



Registration for KCMO Business License, Permits and Certifications

This business registration guide and checklist is intended to serve as a reference document and in no way attempts to provide all the information necessary to start a business in the City of Kansas City, MO. The advice of an attorney and/or accountant should be sought before conducting any business activities. Additional paperwork and/or requirements may be required depending on your type of business activity.

ALL BUSINESSES	Articles of Organization/Incorporation Required for limited liability companies (LLC), corporations, limited partnerships, non-profit organizations	State of Missouri – Secretary of State 615 E 13th St, 5th Floor, Room 513, KCMO 64106 (816) 889-2925 bsd.sos.mo.gov
	Federal Employer Identification Number Letter (FEIN/EIN) Required of all incorporated businesses, optional for sole proprietors	Internal Revenue Service (IRS) 1-800-829-4933 irs.gov
	Zoning Clearance Required of all businesses operating in Kansas City, Missouri	KC BizCare and Planning & Development Dept. City Hall, 5th Floor (In-person / same day) bizcare.kcmo.gov (online / 1-2 days)
	Missouri Sales Tax Number (Retail Sales) Required if you wish to sell retail in the city limits of Kansas City, Missouri	Missouri Department of Revenue (573) 751-3505 mytax.mo.gov
SOME BUSINESSES	Health Permit Required of all food establishments	Kansas City, Missouri Health Department 2400 Troost Ave, Suite 3200, KCMO 64108 (816) 513-6315 kcmo.gov/health
	Workers' Compensation Certificate of Insurance (Form MO-WC76) or Exemption (Form MO-WC65B) Applicant's Insurance Company is required of all construction companies with 5 employees or more	Business License Section - Revenue Division City Hall, 1st Floor, Room 105 E (816) 513-1120 Business.License@kcmo.org
	Alcohol-Related License Required for all establishments serving liquor and other types of businesses that are regulated by the City of Kansas City, Missouri	Regulated Industries 635 Woodland, Suite 2101, KCMO 64106 (816) 513-4561 kcmo.gov/neighborhoods
	KCMO Police Clearance Required for all security guard services and private investigator businesses	Private Officers Licensing Unit 635 Woodland, Suite 2104, KCMO 64106 (816) 889-6600 KCPD Private Officers Licensing

REGISTRATION FOR KCMO BUSINESS LICENSE, PERMITS AND CERTIFICATIONS

City Hall, 414 E 12th St, Kansas City, MO 64106

Website: bizcare.kcmo.gov Phone: 816-513-2491 Email: kcbizcare@kcmo.org

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SOME BUSINESSES	Animal Related Businesses For Animal Show, Commercial Animal Establishment, Domestic Avocation, and Special Exception for Fowl/Small Animal Permits	KC Pet Project 7077 Elmwood Ave, KCMO 64132 (816) 683-1383 KC Pet Project Permits
	Short – Term Rentals Rental of property, a dwelling unit, or a portion thereof for a period of <30 consecutive days, <95 days, or properties rented for >95 days in a year.	Neighborhood Services Department 635 Woodland Ave, Suite 2101, KCMO 64106 (816) 513-3226 shorttermrental@kcmo.org kcmo.gov/str Apply: compasskc.kcmo.org
	Other Special Permits For Adult Entertainment, Vehicles for Hire, Tire Sales, Day Labor, Junkyards (metal recycling and tire haulers), Short-Term Loans, Dancehalls, Cigarettes, Towing, Carnivals, and other Amusement Activities	Regulated Industries 635 Woodland Ave, Suite 2101, KCMO 64106 (816) 513-4561 kcmo.gov/neighborhoods
	Marijuana Related Businesses Cultivation, Dispensary, Infused Products Manufacturing	City Planning and Development – Permits Division City Hall, 5th Floor (816) 513-1500 Marijuana Regulations
BUSINESS LICENSE	Form RD-100 Registration Application Required of all businesses operating in Kansas City, Missouri <i>*Renewals occur in January through the end of February (each year)</i> <ul style="list-style-type: none"> • RD-100 Form (New Businesses) • RD-105 Form (Renewals) • RD-108 Form (Profit Filings) 	Business License Division - Revenue Department City Hall, 1st Floor (816) 513-1120 Kcmo.gov/QuickTax <i>*QuickTax is used for accessing your account, filing online, and paying taxes.</i>

ADDITIONAL STEPS	Healthy Homes Rental Inspections Required prior to opening a new rental property, change of ownership, or change in management.	Registration for Rental Property Owners 2400 Troost Ave, Suite 3600, KCMO 64108 (816) 513-6347 Healthy Homes Rental Permit Application
	Contractor Licensing The City Planning and Development Department – Permits Division reviews and regulates all contractor licenses operating within the city limits of the City of Kansas City, Missouri	City Planning and Development – Permits Division City Hall, 5th Floor (816) 513-1401 <i>*Please apply for all contractor licensing forms on Compasskc.kcmo.org</i>
	MWDBE / SLBE Certifications Minority Women Disadvantaged Business Enterprise / Small Local Business Enterprise program encourages historically disadvantaged groups to participate in contracting opportunities	Civil Rights & Equal Opportunity Department (CREO) City Hall, 4th Floor (816) 513-1836 kcmo.gov/creo Monthly MWDBE Certification Workshop Sign Up kcmohrd.mwdbe.com
	City Bids / Contracts (Procurement) Required if business is being done within the city limits of Kansas City, Missouri	Kansas City, MO General Services Procurement City Hall, 1st Floor (816) 513-0851 Non-Construction Related Suppliers: Bonfire Construction Related Suppliers: KCMO Plan Room