





## Business License General Information

All applications need to be completed fully and a check or money order attached for \$25.00 if business is located within the city limits or \$35.00 if business and point of sale are located outside the city limits.

Business licenses will be subject to a police background check, an occupancy inspection, and a "Certificate of No Tax Due" from the Missouri Department of Revenue if retail sales applies.

City Collector will certify that all accounts payable to the City of Sullivan, including utilities and real estate taxes, are in the good standing at the time of application.

### Occupancy General Requirements

Below is a list of standard requirements (list is not inclusive, it is intended as a guide):

- √ Site address on structure, 6" minimum numbers;
- √ Electrical system is code compliant, grounding, GFI's and electrical panel identified;
- √ Plumbing is appropriate and hot water is available to employees and public;
- √ Heating and cooling system is in working order and filter is present;
- √ Building does not have structural issues and glass is not broken or cracked;
- √ Fire extinguishers are present and current on certifications;
- √ Exit lighting is present and in working order including a battery backup.

The City of Sullivan allows 7-10 working days to process an application.

Any questions regarding this process, please contact:

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Building Commissioner  
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Sullivan, MO 63080  
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