

**APPLICATION FOR OCCUPATION/BUSINESS LICENSE  
CITY OF MISSION**

(PRINT OR TYPE) APPLICATION DATE: \_\_\_\_\_ LICENSE NO: \_\_\_\_\_

<b>BUSINESS NAME:</b> _____ D/B/A _____
BUSINESS ADDRESS: _____ (STREET) (CITY/STATE/ZIP)
BUS. MAILING ADDRESS _____ (STREET) (CITY/STATE/ZIP)
BUSINESS PHONE: _____ ALTERNATE PHONE: _____ (emergency after-hours contact number)
MANAGER'S NAME : _____

FEDERAL TAX ID# \_\_\_\_\_ KS RETAIL SALES TAX # \_\_\_\_\_

PROPOSED USE/ACTIVITY OF BUSINESS: \_\_\_\_\_  
(Retail, wholesale, administrative/office services, industrial, manufacturing, storage, entertainment, massage therapy, recreation, food services, etc. BE SPECIFIC)

WILL YOUR BUSINESS REQUIRE STORAGE OR USAGE OF HAZARDOUS MATERIALS? \_\_\_\_\_

<b>OWNER INFORMATION:</b> NAME: _____ HOME PHONE: _____
HOME ADDRESS: _____ (STREET) (CITY/STATE/ZIP)

**\*\*\*\*\*READ SCHEDULE ON REVERSE SIDE TO DETERMINE OCCUPATIONAL LICENSE FEE\*\*\*\*\***

Compute your annual license fee by referring to the schedule and file your application within 30 days with the City Clerk's office. Make check or money order for the pro-rated annual fee payable to the City of Mission. Mail to: City of Mission, 6090 Woodson, Mission, Ks 66202.

If Section 103.070 paragraphs #1, #2, #3 or #19 are applicable to your business compute the square footage as follows:

Paragraph # 1:  
1. Interior square footage of the main floor occupied by business without regard to use: \_\_\_\_\_  
2. One-half of additional floors without regard to use: (basement or 2<sup>nd</sup> floor) \_\_\_\_\_

Paragraph #2:  
1. Total interior square footage of business without regard to use: \_\_\_\_\_

**TOTAL SQUARE FOOTAGE:** \_\_\_\_\_

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Paragraph #3 Banks: Number of Facilities within city limits: \_\_\_\_\_  
Square Footage of satellite locations within city: \_\_\_\_\_ \$ \_\_\_\_\_

Paragraph # 5 Small Loan, Finance and Investment Companies, Credit Unions  
Total amount of outstanding loans as of previous year end: \$ \_\_\_\_\_

Paragraph #19, Leased or rented property: (apts., rental property within city limits)  
1. Total square footage of leased or subject to lease rental space: \_\_\_\_\_

The filing of this application or the granting of this license neither confirms or denies the use of land as regulated under the provisions of the city's zoning code, and is further subject to pertinent ordinances of the city which regulate and license specific occupations and businesses. I declare under penalty of false statement that to the best of my knowledge and belief the statements made herein are correct and true.

Date: \_\_\_\_\_ Name of Owner(s) or Corporation \_\_\_\_\_  
Signature/Title of Owner \_\_\_\_\_

FOR OFFICE USE:  
License Effective from: \_\_\_\_\_ to July 1, \_\_\_\_\_. Amount Remitted: \$ \_\_\_\_\_  
Annual Fee: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Receipt Date: \_\_\_\_\_ Lic.No. \_\_\_\_\_  
ZONING TYPE: \_\_\_\_\_ ZONING VERIFICATION: \_\_\_\_\_ DATE VERIFIED: \_\_\_\_\_

**CHAPTER 605:  
BUSINESS LICENSES AND  
REGULATIONS**

(For complete Code listing see [www.missionks.org/index.asp?11=29](http://www.missionks.org/index.asp?11=29) or contact the City Clerk's office)

**Sec. 605.010 Definitions**

**Business:** Includes businesses, trades, occupations, professions and also callings rendering or furnishing a service. Provided, that the name of business, trade, occupation, profession or calling may be used and, when so used, shall refer to the particular business, trade occupation, profession or calling.

**License:** The document issued by the City acknowledging payment of the required amount of fee, the name of the licensee, the kind of business and where located, the period which the fee covers, such other matter as may be required and signed by the proper officer or officers.

**Sec. 605.020 Exemptions**

Nothing in this article shall be construed as applying to or taxing: The interstate portion of any business, instrumentals of this Government of the U.S., unless authorized by laws of the United States, organizations of any kind...wholly for charitable, religious, benevolent, fraternal, civic, educational, military, municipal or similar purposes and from which profit is not derived either directly or indirectly by an individual. The city clerk may require any business, instrumentality or organization claiming to be exempt under this section to file a verified statement stating the facts upon which exemption is claimed.

**Sec. 605.030: Fees Levied**

The business license fees shall be as set out in Sec 103.070.

**Sec. 605.040: License Required**

Persons or firms shall before beginning business secure an occupational license in accordance with this article...

**Sec. 605.050 Application** Any person shall, before engaging in any business or before continuing such business after a license has expired, make application for a license and pay the proper fee...

**Sec. 605.060 License Non-Transferable**

There shall be no transfers of license from one person to another except where a business is sold and the new owner continues at the same location and under the same name...

**Sec. 605-070 License Period**

**Calculation**

Every person or firm commencing business shall first secure an occupational license covering the period from the date from which the business is to be started until the next succeeding July 1<sup>st</sup> to July 1<sup>st</sup>. ... no refunds for businesses ceasing during the year will be made.

**Sec. 605.080 Issuance of License** All licenses...shall be issued by the City Clerk upon payment of the proper sum...

**Sec. 605.090 City Shall Record Licenses**

**Sec. 605.100 Display of License** All persons or firms doing business in a permanent location are required to have their license displayed in their place of business and all persons or firms to whom licenses are issued not having a permanent place of business are required to carry their licenses with them...

**Sec. 605.110 Right of City to Inspect Premises**

Any employee of the City shall have a right to enter upon said premises to determine the square footage within the terms of this article.

**Sec. 605.120 Unlawful Acts-Penalty**

1) Any person, firm or corporation who shall conduct or pursue within the limits of the City any trade, profession, occupation or business for which a license is required by the Article after a license should have been obtained to conduct or pursue such trade, profession, occupation or business without having obtained the same shall be deemed to do so unlawfully.

2) Every person filing a false return shall be guilty of violating this article and such conduct deemed to be unlawful.

3) Any individual who engages in any business herein required to be licensed...without having first obtained the licenses required, is legally responsible to the same extent as if such acts were in his/her own name and shall be subject to the penalties provided herewith.

4) Any person violating the provisions of this article shall, upon conviction thereof, be punished by a fine of not less than \$5.00 nor more than \$500.00 or imprisoned for not more than 30 days, or both. Each day such violation continues shall be considered a separate offense.

**Sec. 605.130 Payment of Fine Does Not Pay Fee - Civil Action**

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**Sec. 103.070 Business License Fees Levied**

The license fee hereby levied shall be in the following amounts on the following businesses, trades, professions and occupations conducted, pursued, carried on or operated within the limits of the City for a 12 month period, unless a different time is specifically stated:

All retail stores engaged in the sale of groceries, clothing, hardware, notions, furniture, home furnishings, services, paint, drugs and all callings, trades, businesses...shall pay an occupation fee computed on the basis of the following schedule of interior square footage occupied by said business without regard

to use; except that stores which have a second floor or basement in addition to the main floor (the one with the largest interior square footage) and which is open in whole or in part to the general public shall, upon the additional floor or floors, add one-half of the interior square footage of such additional floor or floors, without regard to use, to the square footage of the main floor and the total square footage as thus computed shall determine the fee in accordance with the following schedule. Retail stores which hold themselves out to the public as a single business entity, but are partly or wholly operated on the basis of leased departments therein, shall pay an occupational fee based on this schedule, provided leased departments which have a private, individual exterior entrance and which have no entrance into such retail stores, even though under a common roof with such retail stores, shall pay an occupational fee as a separate business according to the schedule contained in this chapter:

0 - 499 sq. ft	\$50.00
500 - 999 sq. ft	65.00
1000-1499 sq. ft.	80.00
1500 - 1999 sq. ft	95.00
2000 -2499 sq. ft	110.00
2500 - 2999 sq. ft	125.00
3000 - 49,999 sq. ft.	125.00 *

\*and in addition, \$60.00 for each 1,000 sq. ft. or any portion thereof in excess of 2,999 sq. ft.

50,000-69,999 sq. ft.	\$3,000
plus \$30.00 for ea. 1000 sq. ft in excess of 49,999 sq. ft.	
70,000-99,999 sq. ft.	\$3,600
plus \$20.00 for ea. 1000 sq. ft in excess of 69,999 sq. ft.	
100,000 sq. ft or more	\$4,200
plus \$10.00 for ea. 1000 sq. ft in excess of 99,999 sq. ft.	

All persons engaged primarily in manufacturing, printing, wholesaling; all persons occupying office space in office buildings within the City including, but not limited to, the following: engineers, architects, physicians, dentists, surgeons, chiropractors, osteopaths, CPA's, accountants, and photographers; and all contractors, car washes, auto repair shops and lumber yards operating in the City shall pay an occupational fee based on square footage occupied by the business without regard to use, including outside area used for display, sales or storage, in accordance with the following schedule:

0 - 499 sq. ft	\$50.00
500 - 999 sq. ft	65.00
1000-1499 sq. ft.	80.00
1500- 1999 sq. ft	95.00
2000-2499 sq. ft	110.00
2500 - 2999 sq. ft	125.00
3000 -9,999 sq. ft.	125.00*

\*and in addition, \$60.00 for each 1,000 sq. ft. or any portion thereof in excess of 2,999 sq. ft.

10,000-24,999 sq. ft \$565.00 plus \$20.00 per 1000 sq. ft or any part thereof in excess of 10,999 sq. ft.

25,000 sq. ft. or more \$855.00 plus \$10.00 per 1,000 sq. ft. or any part thereof in excess of 25, 999 square feet.

**Banks,** including commercial and mortgage banks: \$1250.00 plus an additional \$300.00 for each additional facility located within the City.

**Bank Facilities only** within city with less than 1,000 sq. ft: \$500.00

**Savings Loans:** \$500.00

**Small loan, credit unions, finance and investment companies:**

Less than \$800,001 in loans: \$300.00  
Over 800,001 in loans: \$500.00

Funeral homes: \$300.00  
Bowling alleys: \$300.00  
Garbage, trash hauling,  
Recyclable materials: \$150.00  
Gas Service Station: \$100.00  
Taxicab/limousine: \$75.00  
Circuses, carnivals, amusement devices, tent shows: \$50.00  
Theatres, skating rinks, recreation parks: \$137.50  
Vehicle lease agency: \$500.00

Insurance agents and Brokers: \$50.00 plus \$10.00/agent over one.

Real Estate offices: \$50.00 plus \$10.00/agent over one

Restaurants, taverns, drive-ins or eating establishments;  
15 + average employees \$250.00  
less than 15 employees: \$100.00

Seasonal or temporary: \$25.00

**Leased or rented property** with zoning classification of R-2 and above: \$.0035 per square foot of living space leased or subject to lease, excepting sq. ft. occupied by the apt owner or residence manager.  
Min: \$10.00