



BUSINESS LICENSE APPLICATION INFORMATION

Welcome to the City of Nixa. Thank you for choosing to do business in the city. Below are step by step instructions to help expedite your application.

1. Please complete the Business License Application for the business, corporation, partnership, Limited Liability Company, limited liability partnership, professional corporation, sole proprietorship, association of person, etc. The fee for a new business license is \$50.00. The business license will be good through December 31st of the application year. If your business conducts any kind of retail sales you are required to provide a Retail Sales License and a No Tax Due Letter. Both of these requirements can be obtained through the Missouri Department of Revenue. We must have both for your application to be considered complete.
 - Missouri Department of Revenue www.dor.mo.gov
PO Box 840
Jefferson City, MO 65105-0840
 - ✓ For Retail Sales License 573-751-9268
 - ✓ No Tax Due Letter 573-751-5860, #5, #1
2. Please complete the Department of Compliance sheet (page 2). This will be reviewed by the Planning and Zoning Director to verify your business is in a properly zoned area.
 - a. A home occupation is that accessory use of a dwelling unit that shall constitute either entirely or partly the livelihood of a person living in the dwelling, subject to the following: No home occupation shall be permitted that:
 - Changes the outside appearance of the dwelling or is visible from the street
 - Generates traffic, parking, sewerage or water use in excess of what is normal in the residential neighborhood
 - Creates a hazard to person or property, results in electrical interference or become a nuisance
 - Results in outside storage or display or anything
3. Please complete the 911 Emergency Information sheet (page 3). This sheet is given to the Nixa Police Department to keep on file for emergency situations.
4. Read and sign the Business License Affidavit sheet (page 4), stating you have read and understand the 2008 State Statute 285.530.
5. Once your completed business license application is turned in, the review process is about 5-7 business days. Once the review process is completed and approved you will be mailed your business license.
 - NOTE: Business Licenses need to be renewed each year by January 2nd. The renewal fee is \$25.00. We will send out renewal information the 1st of December. If not paid by March 31st the license will be considered delinquent and a \$10.00 late fee will be assessed.