

Phone Numbers and Websites

Missouri Department of Revenue

(573) 751-5860
www.dor.mo.gov

Missouri Secretary of State

(573) 751-4936
www.sos.mo.gov

Fire Department Inspections

(417) 337-8549
option 4, option 2

Building Department

(417) 337-8549

Taney County Licensing Division

(417) 546-7216

Missouri Department of Liquor Control

(573) 751-2964

Taney County Health Department

(417) 334-4544 ext. 593

Missouri Department of Health & Senior Services

(573) 751-6095

Contact Information

MAILING ADDRESS:

110 W. Maddux St.
Ste. 200
Branson, MO 65616

PHONE NUMBERS:

Business Licensing:
(417) 337-8551

Liquor Licensing:
(417) 337-8592

EMAIL ADDRESS:

Licensing:
businesslicense@bransonmo.gov

FAX NUMBER:

(417) 335-6042

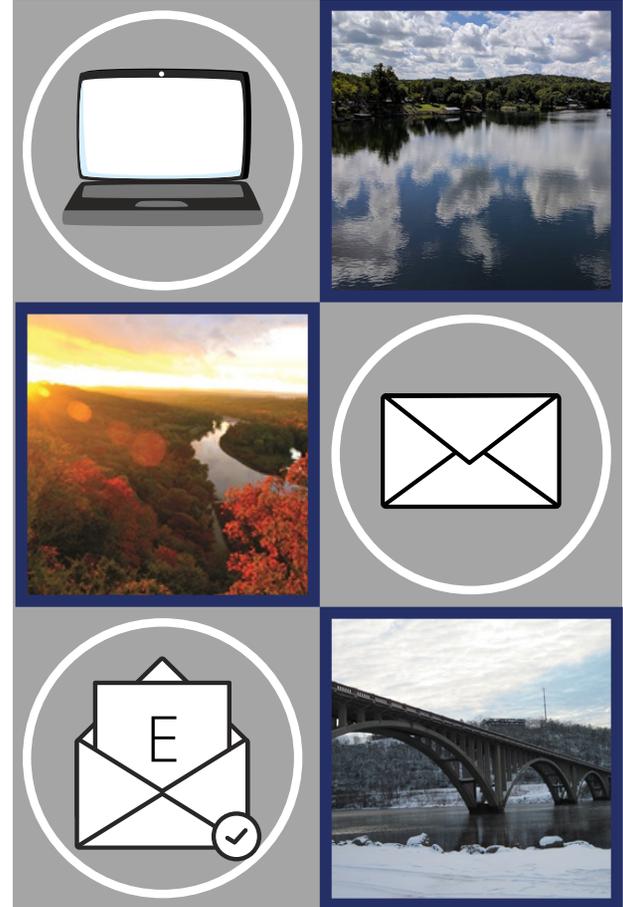
WEBSITE:

bransonmo.gov



BransonMo.gov

BUSINESS LICENSE APPLICATION INSTRUCTIONAL BROCHURE



BransonMo.gov

Thank you for your interest in starting a business in Branson. This brochure includes instructions on completing a business license application, which is available online at: www.bransonmo.gov. If you should need further assistance, please do not hesitate to call us at (417) 337-8551.

HOW TO COMPLETE YOUR APPLICATION:

1) Purpose of Application: Please check the box for the type of registration you are applying for.

2) Corporation or LLC Name: If applicable, provide the name of Corporation or Limited Liability Company.

3) Name of Business/DBA (Doing Business As): This is the name displayed on signage and advertising. The name must be registered with the Missouri Secretary of State at www.sos.mo.gov. This step is automatically completed if registering for a Missouri Retail Sales Tax License. (See #17)

4) Contact Person: Name of person preparing the application and contact information if there are questions.

5-7) Local Phone/Fax/E-Mail: The contact numbers to reach the actual business address shown on the application. This is information that will be given to the general public, if requested.

8-10) Headquarters or Regional Office

Phone/Fax/E-Mail: The contact numbers to reach the national or regional office for licensing, tax, or legal issues.

11) Business Address: The physical address of where the business is conducted in Branson.

12) Mailing Address: Address where city notices and renewals should be mailed if different from the business address.

13) Type of Ownership: Check the box that best describes how your business is legally structured.

14) Owners, etc.: List the owners, LLC members, partners, and officers of the business.

15) Business Description: Give a concise description of the types of transactions the business will conduct.

16) FEIN: The federal employer ID number assigned to the business.

17) Missouri Retail Sales Tax License: All businesses that are required to collect sales tax must obtain a sales tax license with the address listed in item #11 printed on the document, issued by the Missouri Department of Revenue. Call (573) 751-5860.

18) Responsible Party: The application is to be signed by the person the business designates as being responsible for the conduct of the business in Branson. A copy of the driver's license for this person is required.

19) Fee Schedule: Fees are based on the estimated number of employees working in Branson on the busiest day during a year. Indicate the number of employees and circle the appropriate license fees.

20) Building Owner Information: Building owner's name and phone number is to be provided for emergency contact purposes.

21) Alarm Permit: Burglar and fire alarms must be registered with the Police Department.

22) Inspections: Once the business application is submitted, the business is to contact the Fire Department to schedule any necessary inspections.

23-25) Tax Deposit: A one month city tourism tax deposit is required of businesses that provide lodging, sell admissions, or prepared food/beverage in Branson. Provide estimated amounts for #23 through #25 in order for the Finance Department to properly calculate the amount required.

26-30) Total Amount Due with Application: Total of all applicable fees.

Special Notes:

- Normal processing for registration is 3 to 5 business days once all required documents are provided.
- License fees are due at the time of application and are non refundable.
- Licenses are valid from May 1 through April 30 of the following year for most businesses and November 1 through October 31 of the following year for Hotels/Motels and Resorts.