

# DOING BUSINESS IN GRAIN VALLEY



Thank you for considering Grain Valley as a place to operate your business.

Most businesses, regardless of size or home premises, require a City license to do business in the City of Grain Valley. We hope you find the information below helpful as you begin your new business!

## Don't Get Surprised! Do your Due Dilligence Before Applying for a License:

### ZONING

#### Business in City Limits

- Ensure Premises of Business Complies with Zoning Regulations
- If Occupation is Home Based, Ensure Business is Allowed Per Municipal Code (Section 400.230)
- Zoning & Use Questions can be Answered by Calling: 816-847-6220

### Direct Sale of Merchandise

- Sales Tax Must be Collected if ANY Component of Direct Sales within the City Limits Occurs
- A Sales Tax ID Must be Established with the Department of Revenue & Provided to the City
- Apply for an ID: [dor.mo.gov/-faq/business/register.php](http://dor.mo.gov/-faq/business/register.php)

### SALES TAX

### CITY LICENSE

#### Apply for License

- License Applications are Filed with the City Clerk
  - Apply for a License/Permit: [cityofgrainvalley.org/page/forms](http://cityofgrainvalley.org/page/forms)
  - Remit Application to [cityclerk@cityofgrainvalley.org](mailto:cityclerk@cityofgrainvalley.org) or by mail
- Approvals May Take Up to 15 Days

## SPECIAL CONSIDERATIONS



### MOBILE FOOD UNITS (FOOD TRUCKS)

#### Annual Occupational License Required

Can be Parked at the following locations:

- Private Property Zoned for Retail Sales with Permission from Property Owner
- Parking Lots in a Residential District with Permission from Property Owner and Abutting Property Owners

Current Sanitary Inspections (provided by Jackson County)



### LANDLORDS

#### Annual Landlord Registration Permit Required

- If you rent or lease one or more properties to someone you must register as a landlord
- Local Contact must be Provided



### SOLICITOR/PEDDLER (DOOR TO DOOR CANVASSING)

#### Peddlers & Solicitors Permit Required

- Permit is Valid for 120 Days
- Issued by Grain Valley Police Department
- Fee is Waived with Valid Occupational License

# NEED HELP?

## LOCAL RESOURCES



### CITY CLERK

- For Assistance With:
- Occupational Licenses
  - Liquor Licenses
  - Landlord Registrations



### COMMUNITY DEVELOPMENT

- For Assistance With:
- Zoning
  - Codes
  - Building Permits & Inspections



### GRAIN VALLEY PARTNERSHIP

- For Assistance With:
- Marketing
  - Community Engagement
  - Networking Opportunities
  - Mentoring & Education
  - Advocacy for Business
  - Commercial Property Search

## ADDITIONAL RESOURCES



### JACKSON COUNTY

If You Plan to Serve Food:  
Environmental Health  
816-847-7073

If You Plan to Serve Liquor:  
Liquor/Amusement  
816-881-4646



### STATE OF MISSOURI

If You Need to Start a Business:  
Secretary of State  
816-889-2925

To Apply for a MO Sales Tax ID:  
Department of Revenue:  
573-751-9268

If you Plan to Serve Liquor:  
Alcohol & Tobacco Control  
816-743-8888



### FEDERAL

For a Federal Employer  
Identification Number  
(FEIN):  
Internal Revenue Service  
800-829-1040

## PLEASE NOTE:

- Those Applying for a Business within City Limits May be Subject to Further Review
- Approval Considerations Include but are Not Limited to:  
Zoning, Building, and Other Municipal Codes as well as Pending Court Cases
- License period: July 1-June 30
- License Fees are Non Refundable & Not Prorated

## CONTACT US

Phone : 816-847-6211

Email : [cityclerk@cityofgrainvalley.org](mailto:cityclerk@cityofgrainvalley.org)

Web : [www.cityofgrainvalley.org](http://www.cityofgrainvalley.org)

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City of Grain Valley  
Attn: City Clerk  
711 Main Street  
Grain Valley, MO 64029