



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

NEW BUSINESS CHECKLIST

If you are starting a new business or taking over an existing business...

UTILITIES 816-380-8900

OR UTILITIES@HARRISONVILLE.COM

- ☐ Fill out Utility Service Application
 - ☐ Determine whether you are putting it in a Business Name or Personal Name
 - ☐ Pay a Deposit or obtain a Surety Bond from your Insurance Provider.
-

COMMERCIAL OCCUPANCY INSPECTION 816-380-8958

OR JMARTIN@HARRISONVILLE.COM [WE RECOMMEND THAT YOU CONTACT THIS OFFICE IN THE BEGINNING](#)

[STAGES OF PLANNING YOUR BUSINESS](#)

- ☐ Set a time and date for a Commercial Occupancy Inspection with the Community Development Department.
 - ☐ Once you have passed Commercial Occupancy, your next step is applying for a City Business/Occupational License.
-

BUSINESS/OCCUPATIONAL LICENSE 816-380-8908

PLEASE VISIT THE LICENSING PORTAL AT [Harrisonville Public Portal \(smartgovcommunity.com\)](https://harrisonvillepublicportal.smartgovcommunity.com)

OR BIZLICENSE@HARRISONVILLE.COM

- ☐ Please see the City Collector.
- ☐ Make sure your Business is Registered with the Missouri Secretary of State.
- ☐ Check to see if your location is in a TDD.
- ☐ If you are retail (sell product) or a restaurant, you will need a current Certificate of No Tax Due from Missouri Department of Revenue showing Harrisonville.
- ☐ Pawn shops, small loan establishments; private security and private investigators have a different application, fee, and require Bond.
- ☐ Those selling farm produce in business parking lots must have written permission from the business owner, charge and collect sales tax, and may be charged a fee of \$100.00.
- ☐ If you sell Liquor or Cigarettes, an additional license fee will be required.
- ☐ General Contractors and MEP Contractors will need a current Certificate of Insurance with Work Comp and liability on it. 816-380-8958
- ☐ MEP Contractors will also need proof of Master Trade.
- ☐ Tree trimmers, massage therapists and massage establishments have a different Application and require Bond.