



# HOW TO START A BUSINESS IN BLUE SPRINGS



This booklet is intended to serve as a guide to assist you in opening your business in Blue Springs, Missouri.

This booklet contains a step-by-step method that includes contact information for quick access to additional help you may need for doing business in Blue Springs.

We worked closely with our local and regional partners to make this guide, however; it may not include all the information you may need. Please consider consulting an attorney and/or accountant to advise you with your business decisions.



# WELCOME TO BLUE SPRINGS

Blue Springs is a progressive, business-friendly community and a great place to grow your ideas and your business. We are well known for our favorable housing market, award-winning schools, and our designation as a preferred place to live for working commuters. With a population of over 53,000 and averaging an increase of 1.5% per year, more people than ever are making Blue Springs their community of choice.

The geographic location of Blue Springs makes it an attractive residential area and a hub for commerce. Blue Springs is located only 20 miles from major metropolitan business and commercial centers such as Downtown Kansas City and the Country Club Plaza.

We are proud to be home to the Blue Springs School District, one of the Top 5 School Districts in Missouri. Blue Springs was named one of "America's Best Places to Raise Your Kids" according to *BusinessWeek* magazine and has earned a place on *MONEY* magazine's 'Best Places to Live' list.

**Thank you for locating your business  
in Blue Springs or for considering  
Blue Springs as a place to open your business.**

In Blue Springs, we believe in partnerships and we consider every person and entity an important part of our vibrant community. To help you reach your business goals, we have assembled this booklet for your convenience to help you find contact information and to quickly access additional information you may need for doing business in Blue Springs.

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# GETTING STARTED

## We are here to help!

Here in Blue Springs, the City of Blue Springs and the Blue Springs Chamber of Commerce work together to serve the business community.

Whether you are considering starting or have decided to start your business, your first stop should be to visit with the **Blue Springs Chamber of Commerce**.

The Chamber serves as the point of contact for new, relocating or expanding businesses in Blue Springs. The Chamber team stands ready to connect you to the tools and resources your business needs to succeed.

**Blue Springs Chamber of Commerce**  
**1000 West Main Street, Blue Springs, MO 64015**  
**(816) 229-8558 | [www.bluespringschamber.com](http://www.bluespringschamber.com)**

# LOCAL RESOURCES

We encourage you to take advantage of free/reduced priced training and counseling services available here in Blue Springs. These resources can help you prepare a business plan, secure financing, pair you with a business coach and connect you to fellow entrepreneurs in our community. Please contact these agencies to learn about specific resources.

**Blue Springs Chamber of Commerce**  
**(816) 229-8558 | [www.bluespringschamber.com](http://www.bluespringschamber.com)**

The Chamber of Commerce offers SCORE Business Mentoring and Power Hour Classes on a monthly basis. The Chamber has several committees and events focusing on business development and networking.

**Blue Springs Economic Growth & Development Division**  
(816) 622-4004 | [www.bluespringsgov.com/business](http://www.bluespringsgov.com/business)

The Division offers a confidential, centralized resource to connect you with business information and can help guide you through the City's development process.

**Mid-Continent Public Library/Square One Small Business Services**

[www.mymcpl.org/squareone](http://www.mymcpl.org/squareone)

Square One Small Business Services at Mid-Continent Public Library offers classes, programs, resources and research guidance both online and in person. Small business specialists can meet with you by appointment.

## PRO TIP

It is advisable to enlist the services of an accountant and legal council when considering a new business operation. Their advice and guidance can help you choose the form of business organization best suited for your particular situation.

The Missouri Bar Lawyer Referral Service can match you with an attorney to meet your needs for a nominal fee. For the Kansas City office, call (816) 221-9472.

The Chamber Membership Directory features a complete list of accountants that serve our community.

# BUILDING A BUSINESS PLAN

Every great business begins with a plan. That plan will evolve over time but this initial document will serve as your guide over the next 3-5 years.

Below are several key points that your business plan should include based on the stage of your business.

## If You Are an Established Business

If you are an established business, be sure to include the following information:

- The Mission Statement – This explains what your business is all about.
- Company Information – Include a statement that covers when your business was formed, the names of the founders and their roles, your number of employees, and your business location(s).
- Market Analysis – Include examples of company growth, such as financial or market highlights.
- Products, Services or both – Describe the products or services you provide.
- Marketing Strategy – A walk-through of your overall strategy, timelines and budget
- Management Plan – Detailed information about your key personnel, company employees and roles, facility details and capital improvement schedules
- Financial Information – If you are seeking financing, include any information about your current bank and investors.
- Future plans – Explain where you would like to take your business.

## If You Are a Startup or New Business

If you are just starting a business, you won't have as much information as an established company. Instead, focus on your experience and background as well as the decisions that led you to start this particular enterprise. Include market analysis information about a need or gap in your target market, and how your particular solutions can fill it.

The University of Missouri Extension Office in partnership with the Missouri Small Business Technology Development Centers can help you develop a business plan that works for your individual business.

VISION

MISSION

STRATEGY

ACTION PLAN

## Build Your Business Plan

The Small Business Administration (SBA) is a robust source of information that can help you start, manage and grow your business.

SBA's Business Plan Tool provides you with a step-by-step guide to help you get started. All of your information entered into this tool is 100% secure and can only be viewed by accessing your account using the password you have specified. Not only can you save your plan as a PDF file, you can also update it at any time, making this a living plan for your reference.

During the step-by-step process, this tool will let you update the status of your business plan. Once you save your information and move to a new section in the business plan, a check mark will appear in the numbered section menu at the top of the screen denoting when each section is complete.

Visit [www.sba.gov](http://www.sba.gov) for more details.

### PRO TIP

Marketing, advertising and promotion are an important part of getting your business off the ground.

The Chamber Membership Directory features a complete list of local media agencies, advertising specialty companies and printers that serve our community.

# NAMING, REGISTERING AND ORGANIZING YOUR BUSINESS

Choosing a business name is an important step in the business planning process. Not only should you pick a name that reflects your brand identity, but you also need to ensure it is properly registered and protected for the long term.

## Check for Trademarks

Trademark infringement can carry a high cost for your business. Before you pick a name, use the U.S. Patent and Trademark Office's trademark search tool to see if a similar name, or variations of it, is trademarked. Visit [www.uspto.gov](http://www.uspto.gov) for more information.

## If You Intend to Incorporate

If you intend to incorporate your business, you'll need to contact your state filing office to check whether your intended business name has already been claimed and is in use. If you find a business operating under your proposed name, you may still be able to use it, provided your business and the existing business offer different goods/services or are located in different regions.

## Pick a Name That is Web-Ready

In order to claim a website address or URL, your business name needs to be unique and available. It should also be rich in key words that reflect what your business does. To find out if your business name has been claimed online, do a simple web search to see if anyone is already using that name.

Next, check whether a domain name (or web address) is available. You can do this using the WHOis database of domain names at [www.whois.net](http://www.whois.net). If it is available, be sure to claim it right away. This guide explains how to register a domain name.

## Claim Your Social Media Identity

It's a good idea to claim your social media name early in the





naming process – even if you are not sure which sites you intend to use.

## Apply for Trademark Protection

A trademark protects words, names, symbols, and logos that distinguish goods and services. Your name is one of your most valuable business assets, so it's worth protecting. You can file for a trademark for less than \$300. Visit [www.sba.gov](http://www.sba.gov) to learn how to trademark your business name.

## Register Your New Business Name

Naming your business is an important branding exercise, but if you choose to name your business as anything other than your own personal name then you'll need to register it with the appropriate authorities. This process is known as registering your "Doing Business As" (DBA) name.

### **What is a "Doing Business As" Name?**

A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation.

It's important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name.

For example, consider this scenario: John Smith sets up a painting business. Rather than operate under his own name, John instead chooses to name his business: "John Smith Painting". This name is considered an assumed name and John will need to register it with the appropriate government agencies.

The legal name of your business is required on all government forms and applications, including your application for employer tax IDs, licenses and permits.

### **Do I Need a “Doing Business As” Name?**

A DBA is needed in the following scenarios:

- Sole Proprietors or Partnerships – If you wish to start a business under anything other than your real name, you’ll need to register a DBA so that you can do business as another name.
- Existing Corporations or LLCs – If your business is already set up and you want to do business under a name other than your existing corporation or LLC name, you will need to register a DBA.



### **How to Register your “Doing Business As” Name**

If you choose to use a “Doing Business As” (DBA) name, you must register it with the Missouri Secretary of State. Visit [www.sos.mo.gov](http://www.sos.mo.gov) or call 866-223-6535 for more information.

You will also need to register your DBA name when you apply for a Blue Springs Business License.

## **Organizing Your Business**

Small business owners have the same organizational options as large companies: Sole Proprietorship, Partnership, Limited Liability Company and Corporation. Each of these types of legal organizations have advantages and disadvantages. Some of the considerations to explore are:

- Capital and debt of the business
- Taxation of the business
- Managerial needs of the business
- Need for continued growth or expansion
- The product or the service sold
- Liability characteristics of the planned business

Please consult with your attorney before entering into any form of legal organization and have your attorney review all legal documents. Briefly described below are some of the common types of businesses and advantages/disadvantages of each.

## Sole Proprietorship

A sole proprietorship is the simplest and most common structure chosen to start a business. It is an unincorporated business owned and run by one individual with no distinction between the business and you, the owner. You are entitled to all profits and are responsible for all your business's debts, losses and liabilities.

### Advantages

- Low start-up costs
- Greatest freedom from regulation
- Minimal working capital requirements
- Business itself pays no taxes
- All profits are available to owner
- Simplest of all forms to create and operate
- Owners freedom to make all decisions

### Disadvantages

- Owner's possible lack of ability and experience
- Unlimited personal liability
- Lack of continuity in event of owner's death/illness
- Difficulty in raising capital
- Considered self-employed for Social Security taxes

## Partnership

A partnership is an association of two or more persons who are co-owners of a business operated for profit. A partnership does not need a formal agreement to come into existence, although a formal written agreement certainly is desirable. A partnership is not taxed by the federal or state government; however, it is required to file an information return. Each partner reports his share of profits and losses on his personal tax return.

### Advantages

- Ease of formation (don't omit writing a partnership agreement)
- Low start-up costs
- Combined talents, judgment and skills
- Larger capital available to the firm
- Possible tax advantage
- Limited outside regulation

### Disadvantages

- Unlimited liability
- Lack of continuity
- Divided authority

- Difficulty in raising additional capital
- Difficulty in finding suitable partners
- Considered self-employed for Social Security taxes

## Limited Partnership

In a limited partnership, there are one or more general partners and one or more limited partners. The general partners participate in management and have 100 percent of the liability for partnership obligations. Limited partners cannot participate in the management and have no liability for partnership obligations beyond their capital contributions, protecting them against personal liability for the partnership's debts and other obligations. They do, however, receive a share of the profits for their involvement as limited partners.

### Advantages

- Tax benefits
- Liability limits
- General partners take charge
- No turnover issues
- Less paperwork
- Investment opportunities

### Disadvantages

- Risks to the general partners
- Compliance challenges

## Limited Liability Company

A limited liability company is a hybrid type of legal structure that provides the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Owners or members can consist of a single individual (one owner), two or more individuals, corporations or other LLCs. Unlike shareholders in a corporation, LLCs are not taxed as a separate business entity. Instead, all profits and losses are "passed through" the business to each member of the LLC. LLC members report profits and losses on their personal federal tax returns.

## PRO TIP

To protect the personal and financial investment you have in your business, it is recommended that you obtain insurance coverage.

The Blue Springs Chamber of Commerce has a list of local insurance agents who can assist you. Any one of these agents can advise you on the coverage you need and can provide a comprehensive insurance strategy for you and your business.





### **Advantages**

- Limited liability (with some exceptions)
- Less record keeping
- Sharing of Profits

### **Disadvantages**

- Limited life
- Self-employment taxes

## **Corporation**

A corporation is an artificial, intangible business entity, entirely a creature of state law. A corporation may be owned by one or more persons. "Articles of Incorporation" are filed with the state to legally document the creation of a corporation. The corporation is run by a Board of Directors elected by the shareholders. A shareholder's personal assets are not exposed to business liabilities. A corporation is taxed by the state and federal government. Thus, corporate profits are taxed twice, once to the corporation and once when distributed to shareholders in the form of dividends.

### **Advantages**

- Limited liability (with some exceptions)
- Specialized management
- Easier to expand the business
- Transferable ownership
- Continuous existence
- Greater opportunities for tax advantages
- Capital easier to raise

### **Disadvantages**

- Closely regulated
- Most expensive form to organize
- Extensive record keeping necessary
- Corporation taxed in addition to the individual shareholders
- Losses usually not available to shareholders

Please consult your legal and tax advisors to help in determining which type of business best meets your needs.



# CHOOSING THE RIGHT LOCATION FOR YOUR BUSINESS

Choosing a business location is perhaps the most important decision a small business owner or startup will make, so it requires precise planning and research. It involves looking at demographics, assessing your supply chain, scoping the competition, staying on budget, understanding local zoning, ordinances, taxes, and much more.

When choosing a location to establish your business, you need to consider the zoning and building occupancy requirements in the city. Blue Springs has zoning ordinances and regulations that define how you can use your property. This is common in cities, counties and other local governments that adopt zoning plans and set development standards to ensure that land is used for the common good of the community.

Zoning laws come into play on all properties, regardless of size. If you are thinking about leasing, buying or making improvements to property you already own, make sure you understand the zoning restrictions before you commit to anything.

## Home-Based Businesses

If you're planning on operating your small business from home, you need to check with the City of Blue Springs' Business Services Division or visit [www.bluespringsgov.com](http://www.bluespringsgov.com) to check your local zoning restrictions first.

You may think nothing of operating your business from your home, but there are zoning restrictions that apply to home-based businesses.



Check out the Home-Based Business Guide for a complete list of resources, restrictions and considerations.

[www.bluespringsgov.com/startbusiness](http://www.bluespringsgov.com/startbusiness)



How will anyone know if you are operating a business from your home? Depending on the type of business, your neighbors may learn about it and complain if they don't like it. You may also find that zoning approval for your business location is part of obtaining your business license. If you are renting a home, you may want to make sure that the owner approves of your business before signing a lease agreement. **A business license is required for most business owners in Blue Springs, regardless of business size.**

## Things to Consider

If you live in a neighborhood managed by a home owner's association (HOA), it's a good idea to check whether it can restrict your business activities.

Most home owner insurance policies DO NOT cover home businesses. Consult your insurance agent to see if you need to purchase an additional policy to protect your business.

Certain types of business are not permitted to be home-based businesses. Examples of types of businesses that may not be permitted are manufacturing, retail sales, and auto repair shops. These types of businesses are restricted because of the detrimental impact they have on a residential area. Manufacturing may be prohibited because of the potential for noise, retail sales because of the traffic it might create, and auto repair shops might create an eyesore for neighbors.

To contact the City's Business Services Division, call (816) 228-0131 or visit [www.bluespringsgov.com](http://www.bluespringsgov.com).

## Existing Business Location

Most businesses rent or lease their facilities. Generally, the landlord's leasing contract will dictate the terms of lease and control basic operations at that location. Certain items may

not be covered in the lease such as utilities, solid waste, repairs and maintenance.

**Before you sign a rental/lease agreement, you should carefully investigate its terms to make sure the lease meets your business' needs and contact the City's Community Development Department to check that the area is zoned for the business you plan to conduct.**

If you need help identifying available commercial property that fits your business needs, we suggest you contact the Blue Springs Economic Growth & Development Division.

When looking for potential business locations, it's helpful to determine your priorities, keep an open mind about your options and do your research.

When looking at a potential business location, take a close look at the physical space, available parking and traffic flow. If your business requires modifications to the existing space – for example, adding cubicles, raising a loading dock, or rewiring for better communications – make sure that you (or the landlord) will be able to make the necessary changes.

If you need help finding professional services we suggest you contact the Blue Springs Chamber of Commerce. The Chamber can help you locate local, trusted companies such as real estate agents/brokers, construction contractors and finance and insurance providers.

## Things to Consider

If you plan on making any modifications to your building, contact the City's Community Development Department BEFORE beginning construction.

The City's permitting process is designed to save you from costly design errors or Code Violations.

## PRO TIP

Unsure about the specific zoning ordinances that may apply to your business? We encourage you to set up a Pre-Application meeting with the City's Community Development Department BEFORE entering into any legally-binding contract.

This meeting will ensure that the location and zoning is a good fit for your business needs. To contact the City's Community Development Department, call (816) 228-0207 or visit [www.bluespringsgov.com](http://www.bluespringsgov.com).



## New Construction

If you are planning on building a new building to better serve your business needs, your first step should be to contact the Blue Springs Economic Growth & Development Division.

Once you have identified your location, **we recommend contacting the City's Community Development Department before entering into any contract for a free pre-application meeting.**

The goal of a pre-application meeting is to provide both the applicant and City staff with the opportunity to review proposed projects and to mitigate any challenges in the project development process without incurring major costs. Based on the outcome of the pre-application meeting, it may be necessary to hold additional meeting(s) prior to submittal of an application.

Your pre-application meeting begins the development approval process. The developmental process is as follows:

1. Pre-Application Meeting(s)
2. Application Filing & Sufficiency Determination
3. Development Review Team
  - Possible Appearance Review Committee Meeting if located in the Adams Dairy Parkway Corridor
  - Downtown Review Board Meeting or Historic Preservation Commission Meeting if located in Downtown
4. Planning Commission Public Hearing and Meeting
5. City Council Public Hearing and Meeting if necessary.



The City's Community Development Department will work with you throughout the process and staff can be contacted at any time for assistance.

If you need help finding professional services we suggest you contact the Blue Springs Chamber of Commerce. The Chamber can help you locate local, trusted companies such as real estate agents/brokers, construction contractors and finance and insurance providers.

## PRO TIP

Whether you are looking to lease or build your commercial business space, we recommend contacting the Blue Springs Economic Growth & Development Division.

This division can help you identify available properties/sites throughout Blue Springs that are properly zoned and fit the needs of your business operations.

Also, the Blue Springs Economic Growth & Development Division can advise you on local, state and federal incentives such as Tax Increment Financing, Transportation Development Districts, Tax Abatement Programs, Neighborhood/Community Improvement Districts and many more. **The property you are looking at may fall into one of these districts and could impact your business operations.**





## Sign Code Regulations

Know the code before you buy! From freestanding and permanent signs, to temporary promotional signs, this information will help businesses install quality, professional signage in compliance with the Sign Code.

### Permanent Signs

All new signs and change to the face of a sign requires a sign permit. All permanent signs must be constructed of an all-weather material.

#### *Building signs:*

- Signs displayed on the exterior walls must be ten percent or less of the total façade area on which they are to be displayed.
- Signs attached to the building must be facing a public right-of-way.

#### *Monument signs:*

- Monument signs must be ten feet from the property line.
- Monument signs may be eight feet in height and 75 square feet per sign face.

\*Sign requirements can vary if a property has an existing Master/Alternative Sign Plan.

### Temporary Signs

All temporary signs require permits.

#### *Banner signs:*

- Businesses are allowed no more than four temporary banner permits per year.



- Each individual temporary banner permit allows for a maximum display time of 30 days, beginning at the applicant's desired start date. If exceeding 30 days, additional temporary permits must be approved.
- Banner signs must be mounted on a permanent structure.

*Portable signs:*

- Portable signs may be displayed only to announce the grand opening of a business for 30 days.
- Not-for-profit organizations, churches, quasi-public or government organizations may display portable signs once every 60 days for a period of 15 days.

**Prohibited Signs**

The following signs are not allowed in the City of Blue Springs. See full list of prohibited signs at [www.bluespringsgov.com](http://www.bluespringsgov.com). The most common prohibited signs are:



*Snipe signs:*

- Any signs posted on a public utility pole, or located in the public right-of-way or on City property, are prohibited and may be confiscated.

*Attention Attracting Devices:*

- Any object or sign that's purpose is to attract attention, such as streamers, feather or whip pole flags, tethered balloons, costumed person, spot lights, inflatable signs, blinking signs or moving signs.

Please contact the Community Development Department at (816) 220-4538 prior to adding or altering any sign in the City of Blue Springs.

For applications or more information, visit [www.bluespringsgov.com](http://www.bluespringsgov.com).

# CITY, COUNTY, STATE AND FEDERAL LICENSING

Virtually every business needs some form of license or permit to operate at the local, state and federal level. Depending on your particular business, you may need to contact several different agencies to obtain the necessary permits to operate your business. This list is meant to help you through your permitting process, but is not a comprehensive guide for every permit your individual business may require.

## City of Blue Springs

The City of Blue Springs regulates specific types of businesses to maintain the health, safety and general welfare of the community.

### **Business License, Occupational License, Zoning and Building Codes**

Most businesses, regardless of size, are required to have a business license to do business in Blue Springs. Business licenses are good for one year and expire on the last day of February of each year. If you provide retail sales, please see page 25 to learn about registering with the State of Missouri for your identification number. A retail business will need to complete this step with the State before being able to apply for your City Business License.

The City receives business license applications and begins a review process of the new business, including the inspection of the business location for compliance with zoning and building codes, an inspection by the appropriate fire district, and if the business involves the sale or preparation of food, the Jackson County Environmental Health Division will also make an inspection of the premises.

The inspection and review process is provided to assure city code compliance and public safety. If a code correction is required, the license applicant will be notified by the appropriate city department. All corrections must be made before the business license can be issued.

Business license applications and renewals are also reviewed to track and monitor compliance with sales tax registration and collection.

In addition, some types of businesses have specific ordinances that must be reviewed for compliance. A sampling of these businesses includes: home-based businesses, child or adult care, electrical, mechanical and plumbing contractors, private security operators, booth renters, massage therapy, peddlers, solicitors, hotels and motels, alcohol sales, esthetician, pawn shops, taxi services, vehicles for hire, precious metal and gems dealers, auto repair and sales shops, landlords of more than four units, mobile food vendors, daycare facilities and certain special events.

**To start the Business License process, contact (816) 228-0131 or visit [www.bluespringsgov.com](http://www.bluespringsgov.com).**

### **Solicitors, Peddlers and Event Merchants**

Anyone going door to door selling or providing information must have a Solicitors/Peddlers License.

Vendors that do not have a fixed location or that sell items at events may be required to obtain a Solicitors/Peddlers License.

For more information, contact (816) 228-0131 or visit [www.bluespringsgov.com](http://www.bluespringsgov.com).

## Liquor License

Businesses wishing to sell liquor in Blue Springs will need a liquor license from the City of Blue Springs, Jackson County and the State of Missouri along with a valid City of Blue Springs Business License. Due to state regulations, City liquor licenses must be approved by the City Council.

**The liquor license process can take 6-8 weeks to complete, so please allow for this in your business planning schedule.**

Businesses can apply for their State and City licenses at the same time. To get started, contact the City's Business Services Division who will help guide you through the licensing process. Application packets are available at [www.bluespringsgov.com](http://www.bluespringsgov.com) or City Hall. Once approved by the City, businesses can apply for their County license.

In addition to the business liquor license, employees are required to obtain an Employee Liquor Permit through the Blue Springs Police Department.

Business Services Division  
903 W. Main Street  
Blue Springs, MO 64015  
(816) 228-0131

Missouri Department of Alcohol & Tobacco Control  
1738 E. Elm, Lower Level  
Jefferson City, MO 65101  
(573) 751-2333

Jackson County Collections: Liquor & Amusement Associate  
112 W Lexington  
Independence, Mo 64050  
(816) 881-4646

Blue Springs Police Department  
1100 SW Smith Street  
Blue Springs, MO 64015  
(816) 228-0160





## Jackson County, Missouri

### **Business Personal Property Tax**

Businesses are required to register with the Jackson County Assessment Department by completing the Jackson County Business Information Sheet. Once registered, your business will be assigned an account number and an annual tax bill will be mailed to the business address on record. For more information about the Business Personal Property Tax, call (816) 881-4672 or visit [www.jacksongov.org/assessment](http://www.jacksongov.org/assessment).

### **Restaurant & Food Handling**

If your business would like to offer food, please contact the Jackson County Environmental Health Division who is responsible for implementing the policies and procedures of the County's Food Code and issuing Food Handler Permits.

It is best to contact them when you are in the planning stage (before any construction) of your business so your design incorporates all the food permitting requirements you may need to operate.

To begin the permitting process, contact the Environmental Health Division, visit [www.jacksongov.org/eh/](http://www.jacksongov.org/eh/) or call (816) 847-7073. In order to obtain a food permit, you will also need a business personal property parcel number from the Jackson County Assessment Department. ([www.jacksongov.org/assessment/](http://www.jacksongov.org/assessment/))

Businesses wishing to sell liquor in Blue Springs will need a liquor license from the City of Blue Springs, Jackson County and the State of Missouri along with a valid City of Blue Springs Business License. Employees will need individual Liquor Permits and can complete their training online. Please see page 23 for the Liquor License process.

## State of Missouri

Any person or company that has a business location in Missouri from which they sell or lease goods or provide a taxable service to a final consumer is required by law



to collect and remit Missouri sales tax. It is the taxpayers responsibility to ensure that sales tax is collected at the correct rate. Taxpayers are required to have a Missouri retail sales license prior to making sales. A bond must accompany the application. The state tax identification number must be completed before you can apply for a business license with the city.

Visit: [dor.gov/faq/business/register.php](http://dor.gov/faq/business/register.php) to learn more and access forms. Taxation Bureau can be contacted at 573-751-9268

The Missouri Department of Revenue and the Department of Labor and Industrial Relations, Division of Employment Security, want to make starting your business as easy as possible. Online registration is part of our combined effort

to simplify your registration process and help you get your business started and on the road to success!



#### Missouri- Registration of Company Name

- Trade and fictitious name
- Visit [dor.mo.gov/business/register/](http://dor.mo.gov/business/register/)
- To receive required forms call (314) 751-3827
- For more information contact: Secretary of State, Jefferson City, MO; (573) 751-4936

#### Missouri – Registration of Trademarks

- Visit [www.sos.mo.gov/business/trademark.asp](http://www.sos.mo.gov/business/trademark.asp) to access forms or for more information.

## Federal Government

### **Federal Identification Number (FEIN) (Form SS-4 – Withholding) 800-829-1040**

- Required if you have one or more employees or if a partnership or a corporate bank account is set up in the business name
- Each corporation of an affiliated group must file a separate application
- Only one application is filed regardless of number of locations
- Visit [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and select “Starting a Business” then click “Small Business & Self-Employed”
- You are required to file excise, alcohol, tobacco, firearms, and employment returns



# WHAT'S NEXT?

## Comply with your responsibilities as an employer

When you hire employees, you are responsible for complying with city, county, state and federal requirements. Please contact or visit the websites of the following agencies for more information.

### **City of Blue Springs**

Employers are required to report the current number of employees during the annual Business License renewal process. Business licenses are good for one year and expire on the last day of February of each year. Businesses are notified by mail in January to apply for a business license renewal. For more information, contact 816-228-0131 or visit [www.bluespringsgov.com](http://www.bluespringsgov.com).

In addition to a current business and liquor license, employees that sell liquor are required to obtain a Employee Liquor Permit through the Blue Springs Police Department. Employees can complete the necessary training online, visit [www.bluespringsgov.com](http://www.bluespringsgov.com) for more information.

### **Jackson County, Missouri**

The Jackson County Assessment Department will issue annual Business Personal Property Tax assessments.

As your business grows, you will need to make sure that your new staff will need to go through the appropriate training and permits for food handlers. The County offers online training and permitting 24 hours a day, 7 days a week through [StateFoodSafety.com](http://StateFoodSafety.com).

For more information about the County's training and permitting requirements for additional staff, please visit [www.jacksongov.org/eh/](http://www.jacksongov.org/eh/) or call 816-847-7073.

### **State of Missouri**

The Missouri Department of Labor & Industrial Relations serves as a one-stop for employers in the State of Missouri.

Missouri Department of Labor & Industrial Relations  
421 E. Dunklin Street, Jefferson City, MO 65101  
573-751-4091 | [labor.mo.gov](http://labor.mo.gov)  
[diroffice@labor.mo.gov](mailto:diroffice@labor.mo.gov)

### Unemployment Insurance Tax

Missouri state unemployment insurance tax finances benefits for workers who become unemployed through no fault of their own. This tax is paid solely by employers. Employers are required to report their workers' wages and pay tax on the wages in a timely manner. The Missouri Division of Employment Security, a part of the Missouri Department of Labor and Industrial Relations, administers the tax. Any entity (individual, partnership, corporation, etc.) that employs a worker may be liable for Missouri state unemployment tax and required to pay the state unemployment tax. Liability depends on several factors, including the type of entity, the amount of wages paid, the time period covered and the type of work being performed.

Missouri Division of Employment Security  
421 E. Dunklin Street, Jefferson City, MO 65102  
573-751-1995 | [labor.mo.gov/des](http://labor.mo.gov/des)

Missouri Division of Employment Security  
services are available at:  
[www.sos.mo.gov/business/sbac/startup\\_guide.asp#es](http://www.sos.mo.gov/business/sbac/startup_guide.asp#es).

Missouri of Labor & Industrial Relations, Division of  
Employment Security  
P.O. Box 59, Jefferson City, MO 65104-0059  
573-751-2461 | [labor.mo.gov/lirc](http://labor.mo.gov/lirc)







### Workers' Compensation

Workers' compensation participation is mandatory if you have five or more employees. However, if you are in the construction industry, then you must carry workers' compensation insurance if you have one or more employees. Forms are available through the insurance company of your choice.

- Must participate if there are five or more employees
- Forms are available through your insurance agent

Missouri Division of Workers' Compensation

3315 W. Truman Blvd., Room 131, Jefferson City, MO 65102  
(573) 751-4231 | [labor.mo.gov/dwc](http://labor.mo.gov/dwc)

### **Federal Government**

Social Security or Self Employment Tax Withholding

Must be withheld from employee's wages or paid by the employee (if self-employed) and remitted to the federal government on a regular basis.

### Federal Unemployment Tax

This tax has the same general guidelines as with state unemployment tax for determining if you will be required to make these tax payments.

Tax forms (1-800-829-3676) and other information (1-800-829-1040) on federal taxation requirements can be obtained from the Internal Revenue Service.

Internal Revenue Service Taxpayer Assistance Center

30 W. Pershing Road, Kansas City, MO 64108  
(816) 966-2840 | [www.irs.gov](http://www.irs.gov)



## Promote your business through business associations and community service

The success of your business goes hand in hand with the success of the community you serve. Your time and efforts to develop strong business alliances and serve in the community will help you achieve your goals.

There are hundreds of business associations and community service programs here in Blue Springs and in the Kansas City metro area that you may choose to support, and each may serve your needs in a unique manner.

To see a complete list of associations and programs, see the Resource Guide located on page 30.

# RESOURCE INDEX

A list of resources, associations and  
partnerships

## Blue Springs

City of Blue Springs

903 W Main Street, Blue Springs, MO 64015

(816) 228-0110 | [www.bluespringsgov.com](http://www.bluespringsgov.com)

Blue Springs Chamber of Commerce

1000 W Main Street, Blue Springs, MO 64015

(816) 229-8558 | [www.bluespringschamber.com](http://www.bluespringschamber.com)

Blue Springs Economic Growth & Development Division

903 W Main Street, Blue Springs, MO 64015

(816) 622-4004 | [www.bluespringsgov.com/business](http://www.bluespringsgov.com/business)

Blue Springs Downtown Alive!

1100 W Main Street, Blue Springs, MO 64015

(816) 808-7553 | [www.downtownbluesprings.com](http://www.downtownbluesprings.com)

Central Jackson County Fire Protection District

805 NE Jefferson Street, Blue Springs, MO 64014

(816) 229-2522 | [www.cjcfpd.org](http://www.cjcfpd.org)

Prairie Township Fire Protection District

11010 Milton Thompson Road, Lee's Summit, MO 64086

(816) 525-4200 | [www.ptfpd.org](http://www.ptfpd.org)

Mid-Continent Public Library/Square One Small Business  
Services

[www.mymcpl.org/squareone](http://www.mymcpl.org/squareone)



## Regional

Asian American Chamber of Commerce of Kansas City  
8645 College Boulevard, Suite 110, Overland Park, KS 66210  
(913) 338-0774 | [www.asianchamberkc.com](http://www.asianchamberkc.com)

Black Chamber of Commerce of Greater Kansas City Inc.  
5737 Swope Parkway, Kansas City, MO 64130  
(816) 396-6951 | [www.bccgkc.org](http://www.bccgkc.org)

The Builders' Association  
720 Oak Street, Kansas City, MO 64106  
(816) 531-4741 | [www.buildersassociation.com](http://www.buildersassociation.com)

Greater Kansas City Chamber of Commerce  
30 W Pershing Road #301, Kansas City, MO 64108  
(816) 221-2424 | [www.kcchamber.com](http://www.kcchamber.com)

Ewing Marion Kauffman Foundation  
4801 Rockhill Road, Kansas City, MO 64110  
(816) 932-1000 | [www.kauffman.org](http://www.kauffman.org)

The Freelance Exchange of Kansas City  
(816) 200-0411 | [www.kcfreelanceexchange.com](http://www.kcfreelanceexchange.com)

Hispanic Chamber of Commerce  
107 W 10th Street, Kansas City, MO 64105  
(816) 472-6767 | [www.hccgkc.com](http://www.hccgkc.com)

Hispanic Economic Development Corporation  
2130 Jefferson Street, Kansas City, MO 64108  
(816) 221-3442 | [www.kchedc.org](http://www.kchedc.org)

Heartland Black Chamber of Commerce  
607 Minnesota Ave, Kansas City, KS 66101  
(913) 948-7680 | [www.heartlandblackchamber.com](http://www.heartlandblackchamber.com)

Kansas City Area Development Council  
30 W Pershing Road, Suite 200, Kansas City, Missouri 64108  
(816) 221-2121 | [www.thinkkc.com](http://www.thinkkc.com)

KCSOURCELINK  
4747 Troost Avenue, Kansas City, MO 64110  
(816) 235-6500 | [www.kcsourcelink.com](http://www.kcsourcelink.com)

Jackson County  
415 E 12th Street, Kansas City, MO 64106  
(816) 881-3000 | [www.jacksongov.org](http://www.jacksongov.org)

Jackson County Economic Development  
415 E 12th Street, Kansas City, MO 64106  
(816) 881-3333 | [www.jacksongov.org/econdev](http://www.jacksongov.org/econdev)

Jackson County Environmental Health Division  
34900 E. Old U.S. Hwy. 40, Oak Grove, MO 64075  
(816) 847-7073 | [www.jacksongov.org/eh](http://www.jacksongov.org/eh)



Mid-America Gay and Lesbian Chamber of Commerce  
P.O. Box 5961, Kansas City, MO 64171  
(816) 474-3558 | [www.maglcc.org](http://www.maglcc.org)

Mid-America Regional Council, Metro Dataline  
[www.metrodataline.org](http://www.metrodataline.org)

Midwest Center for Nonprofit Leadership (UMKC)  
4747 Troost Avenue, Suite 207, Kansas City, MO 64110  
(816) 235-5720 | [www.mcnl.org](http://www.mcnl.org)

OneKC for Women  
920 Main, Suite 100, Kansas City, MO 64105  
(816) 822-8083 | [onekcforwomen.com](http://onekcforwomen.com)

UMKC Entrepreneurial Legal Services Clinic  
4747 Troost Avenue, Suite 213, Kansas City, MO 64110  
<https://law.umkc.edu/academics/clinical-programs/entrepreneurial-legal-services-clinic/>

Urban League of Greater Kansas City  
1710 Paseo Boulevard , Kansas City, MO 64108  
(816) 471-0550 | [www.ulkc.org](http://www.ulkc.org)

SBA Kansas City District Office  
1000 Walnut Suite 500, Kansas City, MO 64106  
(816) 426-4900 | [www.sba.gov/offices/district/mo/kansas-city](http://www.sba.gov/offices/district/mo/kansas-city)

SCORE Kansas City  
4747 Troost Avenue Suite 101, Kansas City, MO 64110  
(816) 235-6675 | [kansascity.score.org](http://kansascity.score.org)

Women's Business Center  
4220 Shawnee Mission Pkwy, Suite 350B, Fairway, KS 66205  
(913) 492-5922 | [www.kansaswbc.com](http://www.kansaswbc.com)

## State

Missouri Business Development Program (University of Missouri Extension's Business Development Program)  
[www.missouribusiness.net](http://www.missouribusiness.net)

Missouri Chamber of Commerce and Industry  
428 E Capitol Avenue, Jefferson City, Missouri 65101  
(573) 634-3511 | [www.mochamber.com](http://www.mochamber.com)

Missouri Department of Economic Development  
301 W High Street, Jefferson City, Missouri 65102  
(573) 751-4962 | [www.ded.mo.gov](http://www.ded.mo.gov)

Missouri Department of Revenue  
301 West High Street Jefferson City, MO 65101  
[dormail@dor.mo.gov](mailto:dormail@dor.mo.gov) | [dor.mo.gov](http://dor.mo.gov)

Missouri Department of Revenue - Taxation Bureau  
301 West High Street Jefferson City, MO 65101  
573-751-9268 | [dor.mo.gov/business](http://dor.mo.gov/business)

Missouri Enterprise  
4240 Blue Ridge Boulevard, Suite 501  
Kansas City, Missouri 64133  
(800) 956-2682 | [www.missourienterprise.org](http://www.missourienterprise.org)

State of Missouri Official Business Portal  
(866) 870-6500 | [openforbiz.mo.gov](http://openforbiz.mo.gov)

University of Missouri-Kansas City Small Business and  
Technology Development Center  
4747 Troost, Suite 104A, Kansas City, MO 64110  
(816) 235-6063 | [sbtdc.umkc.edu](http://sbtdc.umkc.edu)

University of Missouri-Kansas City Bloch School  
5100 Cherry Street, Kansas City, MO 64110-2499  
(816) 235-1449 | [bloch.umkc.edu](http://bloch.umkc.edu)

## National and International

BusinessUSA - U.S. Government business portal  
1-844-872-4681 | [business.usa.gov](http://business.usa.gov)

Internal Revenue Service Taxpayer Assistance Center  
30 W Pershing Road, Kansas City, MO 64108  
(816) 966-2840 | [www.irs.gov](http://www.irs.gov)

International Trade Council of Greater Kansas City  
4747 Troost Avenue, Suite 119 E, Kansas City, MO 64110  
(816) 235-6654 | [www.itcgkc.org](http://www.itcgkc.org)

National Association of Women Business Owners,  
Kansas City Chapter  
[nawbokc@gmail.com](mailto:nawbokc@gmail.com) | [nawbokc.org](http://nawbokc.org)

National Association of Women in Construction, Kansas City  
[www.kcnawic.org](http://www.kcnawic.org)

National Federation of Independent Business - Missouri  
308 E High, Suite 110, Jefferson City, MO 65101  
(573) 634-7660 | [www.nfib.com/missouri](http://www.nfib.com/missouri)

U.S. Chamber of Commerce  
1615 H Street NW, Washington, DC 20062  
[www.uschamber.com](http://www.uschamber.com)

U.S. Department of Labor, Occupational Safety & Health  
Administration (OSHA) Kansas City Office  
2300 Main Street, Suite 168, Kansas City, Missouri 64108  
(816) 483-9531 | [www.osha.gov](http://www.osha.gov)

U.S. Economic Development Administration  
U.S. Department of Commerce, 1401 Constitution Avenue,  
NW Suite 71014, Washington, DC 20230  
(202) 482-2000 | [www.eda.gov](http://www.eda.gov)

U.S. Patent and Trademark Office General  
600 Dulany Street, Alexandria, VA 22314  
800-786-9199 | [www.uspto.gov](http://www.uspto.gov)  
Local Office: Linda Hall Library, 5109 Cherry Street  
Kansas City, MO 64110 | (816) 363-4600, Ext. 724

U.S. Small Business Administration  
409 3rd Street, SW, Washington DC 20416  
(800) 827-5722 | [www.sba.gov](http://www.sba.gov)  
Local Office: 1000 Walnut Suite 500  
Kansas City, MO 64106 | (816) 426-4900

# CHECKLIST

*Item*

*Required*

*Completed*

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The City of  
**Blue Springs**  
*Missouri*



**BLUE SPRINGS**  
**Chamber of Commerce**  
Building Business. Growing Community.



**JACKSON COUNTY**  
**ECONOMIC DEVELOPMENT**