

Regulated Industries

Business License Division of
Community Development

Diane Egger, Assistant Director



**All businesses must
have a business license
to operate in the City of
Independence**



Business License Compliance Officers

Roman Davis
Rachel Eis
Perry Hill
Angela Miller



Business License Functions

- Business Licensing
- Liquor Licensing
- Landlord Licensing
- Rental Ready Program and Compliance
- Landlord/Tenant Complaints and Inspections

We oversee these business licenses



Retail Stores

Hotels and Motels

Itinerant Merchants

Billiard Halls

Restaurants

Private Watchguards

Pest Exterminators

Solicitors and Peddlers

Garage Sales

Carnival and Circus

Metal Recyclers

New Construction

License Numbers

We have over **9,000** businesses in Independence. Almost **10 percent** of them are delinquent and out of compliance.



Changes we've made

- Business license application and renewal paperwork were both redesigned to make it easier to read, removing duplicated information which mirrors online application
- Voicemail updated; cutting down incoming calls by 80%
- Reduced the number of business license renewal forms sent
 - Old way: Multiple forms sent to owner
 - New way: One month prior to expiration a letter is sent
- Scanned old documents to eliminate excess paper and storage of paper. Documents saved in CityWorks, which increases transparency of the process

Looking Forward

- Combining business license/contractor licensing
- Implementing the enforcement of business licensing:
 - Equipment needed for staff has been obtained.
 - Staff has been trained on field inspections, enforcement, and writing tickets.
 - Staff will be out in the field starting **April 1, 2019** to enforce the city ordinance related to business licensing.

Enforcement Program Beginning April 1, 2019

Staff will begin enforcing City Ordinance , Chapter 5, Article 1, SEC. 5.01.004 OCCUPATION LICENSE REQUIRED.

“Every person, whether or not located in the City, desiring to engage in any business, profession or occupation in the City shall be required to obtain an occupation license before engaging in such activity as specified in this chapter.”



Notice given to business owners

- Staff will run a report on delinquent licenses
- Letters will be printed out and hand delivered to the establishment
- Businesses will get 48 hours to come into compliance
- If the business does not come into compliance, the business will be closed until compliance is met

Questions?
