

## BUSINESS LICENSE

### CHECKLIST FOR NEW & RENEWAL

- **ALL DOCUMENTS MUST BE PROVIDED EACH YEAR**
  
- **COMPLETED APPLICATION**  
APPLICATION CAN BE FOUND ONLINE AT  
[WWW.CARLJUNCTION.ORG/RESOURCES](http://WWW.CARLJUNCTION.ORG/RESOURCES)  
OR PICKED UP AT CITY HALL
  
- **COPY OF VALID ID**
  
- **FOR CONSTRUCTION OCCUPATIONS:**  
**A COPY OF ALL APPLICABLE INSURANCES**  
**WITH CITY OF CARL JUNCTION LISTED AS CERTIFICATE HOLDER**
  - ❖ **GENERAL LIABILITY**
  - ❖ **WORKER'S COMPENSATION**  
(IF YOU HAVE EMPLOYEES) OR A SIGNED AFFIDAVIT IF EXEMPT
  - ❖ **YOU MAY FAX : 417-649-6843**  
EMAIL:  
[RLANDSAW@CARLJUNCTION.ORG](mailto:RLANDSAW@CARLJUNCTION.ORG)
  
- **ELECTRICAL& CONTRACTORS MUST PROVIDE**  
**A COPY OF MASTER LICENSE OR MASTER CERTIFICATE**
  
- **APPLICABLE FEES**