



798 South Marshall, Marshfield, MO 65706
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Business License Application Information/Instructions

Thank you for choosing to do business in the City of Marshfield. Below is a checklist of steps to help expedite your application.

PLEASE NOTE According to City Ordinance, it is unlawful to operate a business before receiving your Business License. Please allow two weeks for processing. A business license number will be assigned when the application is turned in; however, the number is only a tracking device and not valid until you have received your certificate.

- Please fill out the attached Business License Application and return to the City Clerk's Office with payment.
- If you will be operating any type of construction business, you must provide a copy of your Worker's Compensation Liability Certificate, listing the City of Marshfield as a "Certificate Holder", or fill out the MO Worker's Compensation Exemption Form. The Exemption Form must also be notarized.
- If you collect any sales tax, you must provide your Missouri Tax Identification Number and submit a "No Tax Due" statement issued within 90 days of the application date.
- If you provide any food services, you must contact the Webster County Health Department for inspections at (417) 859-2532 as soon as possible.
- If you will be doing any remodeling to your business location, you must first apply for a building permit with the Building Regulations Department.
- If you will have a sign for your business, please contact the Building Regulations/Planning & Zoning Department for a sign permit.

REQUIRED INSPECTIONS: The applicant must call the City of Marshfield's Building Regulations (417-859-2352) and the Marshfield Fire Protection District (417-859-0884) to schedule the required inspections in order to obtain a business license.

If you have any questions regarding any of the listed procedures, please contact Marshfield City Clerk's Office @ 417-859-2352.