

**City Business License:**

**[Business Resource Guide: Obtain business licenses, registrations and building permits](#)**

When operating a business in the City, you must obtain required City business licenses (occupational/cigarette/utilities) and register for payment of required taxes (convention and tourism, downtown arena fee, profits tax and withholding tax).

The Business License Office shares space with KC BizCare, the City's comprehensive business customer service center, at 1118 Oak St. Here customers can obtain their business licenses, tax clearance letters, zoning clearances for business licensing, and speak with KC BizCare business advocates about referrals to other organizations in the community available to support small business growth and development. Here is the website address: <http://kcmo.gov/kcbizcare/business-resource-guide/>

Finance Department  
Revenue Division, Business License Section  
1118 Oak St.  
Kansas City, MO 64106  
Phone: 816-513-1135  
Fax: 816-513-1221

**Fire Inspections:**

The Fire Marshal's Office conducts annual fire inspections of buildings to ensure the safety of building occupants. The Fire Code requires permits and inspections for various activities, including tents and temporary membrane structures, assembly uses and storage of hazardous or flammable materials. Fire guards may be required for certain assembly uses or events. The Fire Marshal's Office is the point of contact for all fire inspection information.

Fire Department  
Fire Prevention Division  
Century Towers, 635 Woodland Ave., Suite 2103  
Kansas City, MO 64106  
Phone: 816-513-4611

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## **Planning & Zoning:**

### *Contractor Licensing*

Certain construction-related tradeswork in the City requires that contractors hold one or more contractor licenses from City Planning and Development. For information about contractor licensing and certification requirements, refer to [Information Bulletin No. 118](#).

City Planning & Development – Development Services

Contractor Licensing Branch, City Hall # 503

414 East 12th St., Fifth Floor

Kansas City, MO 64106

Phone: 816-513-1500 (Option 6)

Fax: 816-513-1456

Depending on the type of business you choose to operate, there are certain industry specific regulatory licenses, registrations and permits required by city, county, state and federal agencies.

### *Building Permits*

If you are building an addition, constructing a new building, renovating or remodeling an existing building or tenant space, a building permit will be required for your project. In some cases, rezoning may be required depending on whether the use intended is allowed in the zoning district in which your project is located.

The City Planning and Development Department's Development Services Division also issues permits for public improvements including sidewalks, driveways, storm and sanitary sewer construction and connections and site disturbance.

Development Services provides various checklists and permit information, as well as a permit tracking system. They can provide a checklist for building permits and the plans review submittal process in Information Bulletin No. 110, which is a valuable resource for architects and engineers.

City Planning and Development Department

Development Services

414 E. 12th St., Fifth Floor, City Hall

Kansas City, MO 64106

Phone: 816-513-1500

Fax: 816-513-1457