



# Business Startup Checklist

A roadmap to opening a business in the City of Smithville, MO

<http://www.smithvillemo.org>

## Thinking about starting a business?

Starting a business is an exciting proposition, but it's also an incredibly challenging undertaking. The resources in this section will help you learn about what it takes to start a business.

- Pick/Develop a marketable business concept**
- Identify target market, product, or service customer group**
- Determine business location**
- Develop a business plan and marketing strategy**
- Identify operation needs**
- Identify project startup expenses**
- Create projected financial statements for three business years (worst case, realistic case, and best case)**
- Research competition**
- Select advisors (consultants, lawyers, accountants, etc...)**
- Explore loans, grants, and other funding sources**

### Resources:

- **Clay County Economic Development Council**  
Phone: (816) 468-4989  
Website: [www.clayedc.com](http://www.clayedc.com)
- **KC SourceLink**  
[www.kcsourcelink.com/startup](http://www.kcsourcelink.com/startup)
- **US Small Business Administration**  
<https://www.sba.gov>
- **State Business Portal**  
<https://openforbiz.mo.gov>

## Select a business site

When selecting a site, it is important to make sure the location is appropriate for your business. Among the factors to consider are the type of building, location, zoning, and available parking. Consider working with someone with expertise in this area.

# Choose & register your business & business

**structure** Always consider the tax implications and legal liability as you select the business structure that's right for your business. In Missouri, all partnerships and corporations must be registered, as well as sole proprietors doing business under a fictitious name (DBA – doing business as). Sole proprietors who are doing business under their own name do not need to register with the state of Missouri. While it is not required, it is recommended that you consult an attorney and/or CPA for advice as to which legal structure (sole proprietor, general partnership, etc...) best suits your needs.

- Check on the availability of your business name by searching the Secretary of State's online database**

[www.sos.mo.gov/BusinessEntity/soskb/csearch.asp](http://www.sos.mo.gov/BusinessEntity/soskb/csearch.asp)

- Register your business name and structure**

[www.sos.mo.gov/business/corporations/startBusiness.asp](http://www.sos.mo.gov/business/corporations/startBusiness.asp)

## Resources:

- **Missouri Secretary of State**  
600 West Main Street  
Jefferson City, MO 65101  
Main Office: (573) 751-4936  
[www.sos.mo.gov](http://www.sos.mo.gov)

# Register with tax authorities on city, state, and

**federal levels** To run your business legally, there are certain federal, state, and city licenses and permits you will need to obtain. These resources will help you understand the requirements for your small business.

- State:** For state taxes and sales tax registration, visit <http://dors.mo.gov/tax/coreg/index.jsp>.
- Federal:** Employers with employees, business partnerships, and corporations must obtain an Employer Identification Number (EIN) from the US Internal Revenue Service. Click here to apply for an EIN online, or call (800) 829-1040.

## Obtain a zoning permit (if required)

A zoning permit is always required prior to receiving a building permit for a renovation (if the use in a building or commercial space is different from the previous use or if zoning approval is required for any other permit or license).

### Resources:

- **City of Smithville, Development Department**  
**Jack Hendrix (Director)**  
(816) 532-3897  
[JHendrix@smithvillemo.org](mailto:JHendrix@smithvillemo.org)

## Obtain a building permit (if required)

A building permit is required if:

- There is a change of occupancy, as defined in the Smithville Building Code (if there is a change in occupancy, ADA compliance is required, which may require changes to the building).
- The customer elects to do interior changes (all elective work must be done to current building codes).

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## Obtain permits and licenses

**City licenses and permits** – [click here to download the following forms:](#)

- [Occupational license](#)
- [Temporary sign application](#)
- [Permanent sign application](#)

**State licenses and permits:** If you have not already done so, you may need to obtain state permits relevant to your business. You can use the [Permits List](#) page to find a list of state licenses needed.

**Other approvals and permits:**

- Smithville Area Fire Protection District – (816) 532-4902
- Clay County Public Health (for food or daycare facilities) – (816) 595-4200
- City and State liquor license (if applicable)

## Contact utilities and waste management

A complete list of what services are available in Smithville can be found at [smithvillemo.org/pview.aspx?id=1932&catid=29](http://smithvillemo.org/pview.aspx?id=1932&catid=29)

**Hire & retain employees** Ready to hire employees for your business? Learn about employment and labor laws to make sure your business is in compliance: [www.labor.mo.gov](http://www.labor.mo.gov)

**Open your business** By completing these steps, you have built a strong foundation that, along with a lot of hard work and a little luck, will enable your business to thrive in the city of Smithville.

**For more information about Smithville, please contact:**

- **The Smithville Area Chamber of Commerce**  
(816) 532-0946  
Email: [director@smithvillechamber.org](mailto:director@smithvillechamber.org)  
Website: [www.smithvillechamber.org](http://www.smithvillechamber.org)
- **Smithville City Hall**  
(816) 532-3897  
Email: [nlee@smithvillemo.org](mailto:nlee@smithvillemo.org)  
Website: [www.smithvillemo.org](http://www.smithvillemo.org)

We wish you the best of luck on your new endeavor, and hope to celebrate your success in the future!